

## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 39 OF 2024**

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### **1. Introduction**

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

### **2. Directions to candidates**

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

### **3. Directions to departments**

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

### **4 SMS pre-entry certificate**

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za).

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**GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM**

*The GCIS is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. People with Disabilities with disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets in terms of the Department's Employment Equity Plan. People with disabilities will be given preference regardless of Race or Gender.*

<b><u>APPLICATIONS</u></b>	:	The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, hand deliver to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria, or to the email address provided.
<b><u>FOR ATTENTION</u></b>	:	Ms T Hlabela
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>NOTE</u></b>	:	Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Failure to submit an application on the new prescribed Z83 form will lead to disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding submission of certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), for your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

**MANAGEMENT ECHELON**

<b><u>POST 39/01</u></b>	:	<b><u>CHIEF DIRECTOR: CLUSTER SUPERVISION - SOCIAL PROTECTION, COMMUNITY AND HUMAN DEVELOPMENT (SPCHD) AND GOVERNANCE STATE CAPACITY AND INSTITUTIONAL DEVELOPMENT (GSCID) CLUSTERS REF NO: 3/1/5/1-24/22</u></b> Branch: Intergovernmental Coordination and Stakeholder Management
<b><u>SALARY</u></b>	:	R1 436 022 per annum (Level 14), (all-inclusive salary package) of which 30% may be structured according to the individual's needs.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Communication/ Media Studies- Majoring in Communication/ Journalism Majoring in Communication/ Public Relations- Majoring in Communication/ OR NQF Level 7 in Public Administration / Public Management/ Social/ Behavioural Sciences or related and equivalent qualification with a Diploma NQF Level 6 in Communication/ Public Relations- Majoring in Communication / Journalism- Majoring in Communication / Public Relations- Majoring in Communication / Media Studies- Majoring in Communication. Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government is a pre-requisite for appointment. Must have a valid driver's license and be computer literate. The successful candidate should have a minimum of 5 years' experience at Senior Management Service level with experience in leading and managing multi-media government communication campaigns with special knowledge of key issues in the Social Protection, Community and Human Development as well as Governance and State Capacity areas. He/she should have thorough knowledge and understanding of the Public Service regulatory framework (legislation, directives and regulations) relating to the duties of this

position and must possess in-depth knowledge of policy formulation, implementation and monitoring. Proven experience in co-ordinating multi-stakeholders and multi departments is mandatory. The ability to communicate excellently with stakeholders both in and outside government are required. Excellent writing skills with extensive report writing experience and knowledge of the use of multi-media communication technologies for development. Strong Financial and Human Resource Management skills. Computer Skills. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management.

## **DUTIES**

: The successful candidate will be responsible to provide effective strategic leadership and management to the Chief Directorate: Cluster Supervision for both the Social Protection, Community and Human Development (SPCHD) and Governance, State Capacity and Institutional Development Clusters (GSCID) of government. Coordinate the development of the five-year communication strategy for these clusters and the Annual Communication Plans for departments in SPCHD and GSCID Clusters and the relevant clusters, aligned to the priorities of government as expressed in the Medium Term Development Plans. Ensure an effective functioning Cluster communication system. Ensure Heads of Communication (HOCs) participate in all Government Communicators Forum meetings and processes. Foster and develop strong stakeholder partnerships in the planning and implementation of the Social Protection, Community and Human Development (SPCHD) and Governance State Capacity and Institutional Development (GSCID) cluster communication campaigns and programmes. Coordinate and support the development of communication strategies for National Days as well as key programmes initiatives which fall in these clusters including natural disasters, civic education, youth development, the government Imbizo programme, and fighting gender based violence and femicide and the protection of the rights of women, youth, children and persons with disability. Provide strategic leadership in government communication by ensuring better performance of the cluster communication system. Coordinate strategic stakeholder engagements to support implementation of Cluster communication programmes. Manage the development of strategic communications content. Develop communication strategies and plans and provide post-Cabinet communication support. Ensure Coordination of the Internal Communicators Forum (ICF). Provide oversight of the development and rollout of Government Communicators Training Programmes as well as Induction programmes into the system of government communication. Provide strategic direction for the overall functioning and performance of the Chief Directorate to ensure targets are met. Manage human and financial resources of the Chief Directorate according to departmental prescripts. Identify and review strategic risks, oversee and manage the implementation mitigation plans. Participate in the audit planning process and manage responses to audit queries. Ensure implementation of audit recommendations as outlined in the intervention/action plans.

## **ENQUIRIES APPLICATIONS**

: Mr. M Currin Tel No: (012) 473 0183  
: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to [recruitment22@gcis.gov.za](mailto:recruitment22@gcis.gov.za)

## **NOTE**

: For further details on the Public Service SMS Pre-Entry Certificate, please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). The successful candidate must disclose to the Director-General particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty, as well as sign a performance agreement within three months from the date of assumption of duty. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Please detail courses passed in the CV as per the academic transcript.

## **POST 39/02**

: **PROVINCIAL DIRECTOR: MPUMALANGA PROVINCIAL OFFICE REF NO: 3/1/5/1-24/23**  
Branch: Intergovernmental Coordination & Stakeholder Management

## **SALARY**

: R1 216 824 per annum (Level 13), (all-inclusive salary package) of which 30% may be structured according to the individual's needs

## **CENTRE REQUIREMENTS**

: Nelspruit  
: An appropriate Bachelor's Degree (NQF level 7 as recognised by SAQA) in Communication/ Media Studies- Majoring in Communication/ Journalism Majoring in Communication/ Public Relations- Majoring in Communication/ or NQF Level 7 in Public Administration / Public Management/ Social/ Behavioural Sciences or related and equivalent qualification with a Diploma NQF Level 6 in Communication/ Public Relations- Majoring in Communication / Journalism- Majoring in Communication / Public Relations- Majoring in Communication / Media Studies- Majoring in Communication. Successful completion of the Public Service Senior Management Leadership Programme (Nyukela certificate) as endorsed by the National School of Government is a pre-requisite for appointment. Must have a valid driver's license and be computer literate. Five (5) years' experience at middle management level with extensive experience in and knowledge of development communication, proven leadership capabilities, and sound interpersonal and project management skills. Extensive experience in coordinating multi-stakeholders and inter-governmental multi-media communication campaigns. Knowledge: Comprehensive knowledge of the Mpumalanga Province, including socio-economic and

development dynamics as well of the communication footprint and dynamics of the province, including also at municipal level. Sound knowledge of the Public Finance Management Act. Must have a valid driver's license and be computer literate. Required Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management

## **DUTIES**

: The successful candidate will be responsible to provide strategic leadership and management to the GCIS Provincial Directorate in the Mpumalanga Province particularly in support of the provincial communication system headed by the Office of the Premier. Deliver communication campaigns in line with the National Communication Strategic Framework and the Medium-Term Development Plan (MTDP), and the Provincial MTDP and communication programme. Advocate for the application of the Norms and Standards of Government Communications amongst the communication system in the province and lend support to the Local Government Communication System. Develop and maintain communication partnerships and networks with provincial stakeholders from Government and Civil Society. Participate actively in all communications forums in the province and provide strategic direction on government communication in such forums and also when urgent or rapid communication is concerned, to protect and enhance the reputation of government. Operate an effective, and compliant government communication organisation. Identify and review strategic risks, oversee and manage the implementation mitigation plans. Participate in the audit planning process and manage responses to audit queries.

## **ENQUIRIES**

## **APPLICATIONS**

: Ms. M Tshwane Tel No: (012) 473 0188

: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to [recruitment23@gcis.gov.za](mailto:recruitment23@gcis.gov.za)

## **NOTE**

: For further details on the Public Service SMS Pre-Entry Certificate, please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). The successful candidate must disclose to the Director-General particulars of all registrable financial interests and sign an employment contract within one month from the date of assumption of duty, as well as sign a performance agreement within three months from the date of assumption of duty. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. Please detail courses passed in the CV as per the academic transcript.

## **OTHER POSTS**

## **POST 39/03**

: **DEPUTY DIRECTOR: GAUTENG PROVINCIAL OFFICE REF NO: 3/1/5/1-24/24**

Directorate: Gauteng Provincial Liaison

## **SALARY**

## **CENTRE**

## **REQUIREMENTS**

: R849 702 per annum (Level 11), (an all-inclusive package)

: Pretoria

: An appropriate Bachelor's Degree (NQF 7) / National Diploma (NQF 6) as recognised by SAQA) in Communication/ Media Studies- Majoring in Communication/ Journalism- Majoring in Communication/ Public Relations – Majoring in Communication. At least four (4) years relevant experience of which two (2) years should be on salary level nine (9) or ten (10). Extensive experience in coordinating multi-media, intergovernmental communication campaigns, and sound skills in stakeholder and project management. Good experience in communication strategy implementation. Strong feel for the current affairs and socio-political situation in South Africa with particular understanding of demographics and the communication environment in the Gauteng Province. Comprehensive knowledge of the Priorities of Government and understanding the communication implications derived from these and how these can be effectively communicated in the Gauteng province. Sound knowledge of the Local Government Communication System with emphasis on service delivery, local development planning and the elements of the District Development Model of Government. Knowledge of Public Service Regulatory frameworks. The ideal candidate must be able to work under pressure and with tight deadlines. Ability to use multi-media communication methods including digital platforms to convey information. Excellent oral and written communication skills. Project management and good facilitation skills. Excellent interpersonal skills. Candidates must be willing to work in a fast-paced and high-pressure environment which may require them to occasionally work overtime/on weekends or public holidays. A valid driver's license is essential.

## **DUTIES**

: The successful candidate will be responsible to support the GCIS Provincial Director in providing strategic leadership to and input into the system of government communication in the Gauteng Province. Building strong communication alliances and partnerships with the communication system of the Office of the Premier Gauteng and all municipalities in the province. Oversee the Provincial stakeholder management strategy and communications database in line with the GCIS segmentation model and GCIS Gauteng implementation plan. Provide leadership for seamless coordination and coherent implementation of government communication campaigns including on-going monitoring and evaluation across all GCIS offices in the Gauteng Province. Oversee the implementation of multi-media communication plans led by the GCIS in the Gauteng province and manage the overall functioning of the Information Resource Centre at the provincial office and in sub-offices. Serve as the Provincial anchor in the GCIS operations for content alignment within the provincial communication system. Oversee the development of localized information material including "My District Today" electronic Newsletter for the

Province. Monitor and evaluate presence of the Provincial Office on Social Media platforms. Effective and efficient support for the implementation of the directorate's business plan. Please detail courses passed in the CV as per the academic transcript

**ENQUIRIES  
APPLICATIONS**

: Mr. P Gumede Tel No: (011) 331 0164  
: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to [recruitment24@gcis.gov.za](mailto:recruitment24@gcis.gov.za)

**POST 39/04**

: **ASSISTANT DIRECTOR: EDITORIAL SERVICES REF NO: 3/1/5/1-24/25**  
: Directorate: Editorial and Language Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R444 036 per annum (Level 09), (commencing salary)  
: Pretoria  
: An appropriate National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) as recognized by SAQA in Journalism- Majoring in Communication/ Media Studies- Majoring in Communication/ Communication Science. Proven experience as a writer, editor and proofreader. The candidate must at least have three (3) years relevant experience, of which one (1) year should be at salary level seven (7) or eight (8) or supervisory level in communication/ management environment. Good planning and project management skills; Outstanding editing and proofreading skills; Good interpersonal and intercultural skills; Must be able to work well in a team; Ability to work under pressure and meet tight deadlines; Computer competency, especially on an Apple Mac; Willingness to work overtime, including weekends and public holidays, when required to meet tight deadlines. A valid driver's licence is essential.

**DUTIES**

: Manage the overall production of the annual South Africa Yearbook (SAYB) and Official Guide to South Africa; Edit and proofread SAYB and Official Guide chapters, and prepare the publications for final sign-off; Provide writing, editing and proofreading capacity for information products such as leaflets, posters, brochures and magazines; Facilitate the digitisation of the SAYB; Manage the unit's social media accounts; Liaise with external service-providers and stakeholders; Provide administrative support to the Directorate: Editorial and Language Services. Please detail courses passed in the CV as per the academic transcript

**ENQUIRIES  
APPLICATIONS**

: Mr. E Tibane Tel No: (012) 473 0069  
: Applications may be hand delivered to Tshedimosetso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria or emailed to [recruitment25@gcis.gov.za](mailto:recruitment25@gcis.gov.za)

## DEPARTMENT OF HEALTH

***It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.***

<b><u>APPLICATIONS</u></b>	:	The Director-General, National Department of Health, Private Bag X399, Pretoria, 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to <a href="mailto:recruitment@health.gov.za">recruitment@health.gov.za</a> quoting the reference number on the subject e-mail.
<b><u>FOR ATTENTION</u></b>	:	Ms M Shitiba
<b><u>CLOSING DATE</u></b>	:	11 November 2024
<b><u>NOTE</u></b>	:	All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

## MANAGEMENT ECHELON

<b><u>POST 39/05</u></b>	:	<b><u>CHIEF DIRECTOR: WOMEN'S MATERNAL, CHILD AND NEONATALREPRODUCTIVE HEALTH REF NO: NDOH 45/2024</u></b> Chief Directorate: Women's Maternal, Child and Neonatal Reproductive Health This is a re-advertisement. Applicants who have previously applied need to re-apply
<b><u>SALARY</u></b>	:	R1 436 022 per annum, (an all-inclusive remuneration package), (basic salary consists of 70% of the total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria. An appropriate NQF 7 qualification in Health Science or Social Science as recognized by SAQA. A Masters Degree within Health Science will be an added advantage. Registration with appropriate Profession Council. A qualification in Obstetrics and Gynaecology (O&G) or Paediatrics will be an added advantage. At least five (5) years' experience at senior management level in a health associated environment, with specific emphasis on child and/or women's health programmes. Experience in national and international liaison, policy development and implementation, strategic and operational planning. Specialised knowledge and experience in women's maternal, newborn, child and adolescent health as well as monitoring and evaluation, human resources and financial management. Working knowledge of the health sector and government strategies and processes, strategic management and project management. Knowledge of other programmes that impact on family health particularly HIV/AIDS, TB and nutrition. Good communication (verbal and written), leadership, analytical, problem solving, research, facilitation, negotiation, advocacy and computer skills (MS Office package). A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
<b><u>DUTIES</u></b>	:	Oversee the reduction of maternal, neonatal and child mortality rates. Develop and support implementation of plans to reduce maternal, newborn and child mortality rates based on the recommendations from the ministerially appointed Mortality Committees. Provide strategic direction and oversee the development of relevant policies and guidelines aimed at improving the health and well-being of women, adolescents and children. Facilitate the promotion of healthy behaviours and demand for health services in families, communities, especially in the areas that affect the health and well being of mothers, women and children. Monitor and report on progress towards achievement of global and national commitments such as Sustainable

Development Goal and National Development Plan targets. Effective governance, compliance and risk management. Monitor quality, risk, standards and practices against prescribed frameworks.

**ENQUIRIES**

: Mr RW Morewane Tel No: (012) 395 8757/8

**OTHER POST**

**POST 39/06**

: **DEPUTY DIRECTOR: DENTAL THERAPY REF NO: NDOH 46/2024**

Cluster: Health Promotion Nutrition and Oral Health

This is a re-advertisement. Applicants who have previously applied need to re-apply

**SALARY**

: Grade 1: R990 945 per annum. Salary grade will be determined in accordance with the below requirements as per OSD.

**CENTRE**

: Pretoria

**REQUIREMENTS**

: Appropriate qualification that allows registration with HPCSA in Dental Therapy. A minimum of three (3) years appropriate experience after registration with HPCSA in Dental Therapy. Member of management for oral health services will be an advantage. Knowledge of National oral health services delivery structure, National oral health policy and strategy 2024-2034, the primary health care package for South Africa, National Health Act 61 of 2003 as well as knowledge of Public Finance Management Act (PFMA) in relation to finance management responsibilities. Good problem solving and organising, applied strategic thinking, project management, analytical, planning, communication (written and verbal), information management, interpersonal and computer literacy skills. A valid driver's licence as well as willingness to travel frequently as required.

**DUTIES**

: Develop policies or strategies for effective oral health service delivery. Circulate the draft policy or strategies to Oral Health stakeholders for inputs. Train the oral health provincial coordinators and professionals on the policy or strategies. Monitor and evaluate norms and standards for primary oral health service delivery. Use the current tool to monitor the current oral health norms and standards. Evaluate the oral health primary health care service outcomes and impact of current norms and standards by getting reports from provincial oral health coordinators. Develop methods/strategies and activities to integrate oral health into general health at primary health level. Contribute oral health inputs to the Road to Health booklet and Community Health Workers training manual. Participate in the outreach campaigns that are led by the Minister or Deputy Minister to communities for health awareness. Engage in oral health promotion activities, including communication of oral health messages through the development of Information, Education and Communication (IEC) material. Organise oral health outreach programmes in collaboration with provincial oral health professionals or health promotion directorate. Design and develop oral health education booklets, posters and brochures. Management of finance and risk. Compile budgets and expenditure statements for the Directorate: Oral Health. Develop a budget for printing and purchase of information, education, and communication material.

**ENQUIRIES**

: Dr M Mcuba Tel No: (012) 395-9049



## DEPARTMENT OF HUMAN SETTLEMENTS

*The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.*

<b><u>APPLICATIONS</u></b>	:	Applications can be forwarded to: <a href="mailto:sarah@tothetrecruitment.co.za">sarah@tothetrecruitment.co.za</a>
<b><u>CLOSING DATE</u></b>	:	08 November 2024 at 16h00
<b><u>NOTE</u></b>	:	It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on a new Z83 form, obtainable from any Public Service department and must be accompanied by a detailed CV only. Shortlisted Candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources Representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. SMS/ MMS posts: Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. SMS posts: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department: Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment: The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

## MANAGEMENT ECHELON

<b><u>POST 39/07</u></b>	:	<b><u>CHIEF DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT) AND RECORDS MANAGEMENT REF NO: DOHS/11/2024</u></b> Branch: Corporate Services Chief Directorate: Information Communication Technology (ICT) and Records Management Re-advertisement. Candidates who previously apply, need not re-apply.
<b><u>SALARY</u></b>	:	R1 436 022 per annum (Level 14), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Candidates should be in possession of Matric/Grade 12. Relevant Undergraduate qualification in Information Technology (IT) or any other relevant qualification at NQF level 7 as recognized by SAQA Extensive 5 years' experience at senior management level. Capable and competent financial, human resource and administrative experience. Manage operations to achieve the planned outcomes of the Chief Directorate. Applicants must be in possession of strategic capabilities and leadership qualities. Applicant must be able to develop strategies and manage the implementation thereof. Knowledge and experience in Financial Prescripts and Practices as well as strategic capacity and leadership. Proven high-level liaison, written and verbal communication will be important. Strong focus on service delivery innovation. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course. The course is available on the NSG website under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> .
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for providing support to the Department in the efficient and effective utilization of information and information technology as a strategic resource (GITO function). Manage the provision of Information Technology (IT) infrastructure planning and business application support. Manage the provision of Information Technology (IT) Support, technical and operational services. Manage the maintenance of departmental records and provide Knowledge Management Services. Manage resources allocated to the Chief Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr C Ramalepe Tel No: (012) 444-9113
<b><u>NOTE</u></b>	:	Female candidates and people with disabilities are encouraged to apply.

<b><u>POST 39/08</u></b>	:	<b><u>CHIEF DIRECTOR: GRANTS MANAGEMENT SERVICES REF NO: DOHS/12/2024</u></b> Branch: Chief Financial Officer Chief Directorate: Grants Management Services
<b><u>SALARY</u></b>	:	R1 436 022 per annum (Level 14)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Candidates should be in possession of Matric/Gr 12. Bachelor's degree/ Advanced Diploma in Public Administration/ Management/ Business Management/ Financial Management or any other relevant qualification at NQF level 7 as recognised by SAQA. Minimum experience: 5 years' relevant experience at middle/senior management level. Good problem-solving skills coupled with strategic capacity, leadership, and planning. Knowledge and understanding of financial prescripts and practices as well as financial management skills and the application of Treasury Regulations, PFMA and DORA. Knowledge of Programme monitoring and evaluation guidelines, processes and procedures, Research, and development. Understanding the importance of people management and empowerment and time management. The successful candidate must be focused on results and quality management. Planning and organising skills as well as creative and innovative will be an added advantage. Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course. The course is available on the NSG website under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> .
<b><u>DUTIES</u></b>	:	The successful candidate will be expected to: Manage annual reviews and approval of all conditional Human Settlements Grants Frameworks, Cash Flow projections and Payment Schedules. Manage the disbursement of conditional Grants as per the provisions of DORA, Grants Frameworks, approved allocations, cashflow projections and payment schedules (HSDG, ISUPG – Provinces, USDG and ISUPG - Metros). Manage monitoring, analysis and reporting on Provinces' and Metros' grants financial performance and compliance to prescripts. Manage the resources of the Chief Directorate
<b><u>ENQUIRIES</u></b>	:	Mr C Ramalepe Tel No: (012) 444-9113
<b><u>NOTE</u></b>	:	Female candidates and people with disabilities are encouraged to apply

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 11 November 2024

**NOTE** : Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. It remains the responsibility of an applicant to ensure that application reaches the department noting different options provided for submission. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required before appointment for all SMS positions. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin only when shortlisted. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver's license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill this position. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

## MANAGEMENT ECHELON

**POST 39/09** : **DIRECTOR: ICT SYSTEMS MANAGEMENT AND BUSINESS INTELLIGENCE REF NO: 24/51/CT**  
(This is a Re-advertisement: Applicants who previously applied are encouraged to re-apply as the requirements have changed)

**SALARY** : R1 216 824 – R1 433 355 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Information Communication Technology (ICT) or equivalent as recognized by SAQA; 5 years' of experience at a middle/senior managerial level of which 3 years must be in application/software development, database and reports developments, application/software support and maintenance; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); Knowledge of Enterprise Architecture including Government Wide EA, Architecture Frameworks and technologies such as NET, web development such as HTML, XML, JSON, SOAP, CSS, JavaScript, and Rest web services); Knowledge of Object Orientated Programming, Web services, Relational database design, data analysis and modelling, data warehousing and design, proficiency in various software development design techniques and application release management; Knowledge and understanding of ICT Policy Development, ICT Planning and Monitoring Framework, ICT Project Management methodologies, Waterfall and Agile, SDLC methodologies and ICT Risk Management; Knowledge of Public Service Regulations, Public Finance Management Act (PFMA) and National Treasury Regulations. Skills and Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication skills; Honesty and integrity.

**DUTIES** : Key Performance Areas: Manage the development of Business Applications; Manage the maintenance of Business Applications; Manage functional support and enhancements to Business Application; Manage the provision of business intelligence services; Manage human, finance and other resources.

**ENQUIRIES** : Ms M Kganyago Tel No: (012) 315 1844

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001 or Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001 or email to [DOJ24-51-ICT@justice.gov.za](mailto:DOJ24-51-ICT@justice.gov.za)

## OTHER POST

<b><u>POST 39/10</u></b>	:	<b><u>ADMINISTRATIVE SUPPORT &amp; CO-ORDINATION OFFICER REF NO: 24/69/MIN</u></b>
<b><u>SALARY</u></b>	:	R849 702 – R1 000 908 per annum, (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE REQUIREMENTS</u></b>	:	National Office, Pretoria An appropriate Degree or equivalent qualification in Public Administration /Public Management at (NQF level 6). A minimum of 3 years' experience at management (Assistant Director) level; Knowledge and understanding of the functional areas covered by the executive authority's portfolio, political and parliamentary processes in South Africa; Knowledge of frameworks on cabinet and related matters; Knowledge and understanding of the legislative framework governing the Public Service, Financial Management and regulatory framework/guidelines, prescripts, the Constitution and interpretation of statutes. Skills and Competencies: Applied strategic thinking; Applied technology; Budgeting and financial management; Communication and information management; Continuous improvement; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Decision making; Project management; Team leadership.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage the administrative and coordination activities within the office of the executive authority; Liaise with internal and external role-players with regard to matters relating to the portfolio of the executive authority; Render a Cabinet/executive council support service to the executive authority; Manage human, finance and other resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr S Maeko Tel No: (012) 315 1996 Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria or email to <a href="mailto:DOJ24-69-MIN@justice.gov.za">DOJ24-69-MIN@justice.gov.za</a>

## NATIONAL PROSECUTING AUTHORITY

*The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.*

<b><u>APPLICATIONS</u></b>	:	All applications must be submitted to the relevant Recruitment Response E mails stated below.
<b><u>CLOSING DATE</u></b>	:	11 November 2024
<b><u>NOTE</u></b>	:	Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <a href="https://www.dpsa.gov.za/newsroom/psvc/">https://www.dpsa.gov.za/newsroom/psvc/</a> and a comprehensive CV Only (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by Saqa (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in Block Letters. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please Do Not contact the NPA directly after you have e-mailed your application to enquire if your application has been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at <a href="http://www.dpsa.gov.za/vacancies">www.dpsa.gov.za/vacancies</a> . From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.
<b>ERRATUM:</b> State Advocate (AFU: Polokwane) with Ref No: Recruit 2024/149 advertised in Public Service Vacancy Circular 30 dated 23 August 2024 and Head Control Prosecutor 2 with Ref No: Recruit 2024/259 CPP: Welkom (Bethlehem) advertised in Public Service Vacancy Circular 33 dated 13 September 2024 are hereby withdrawn.		

## MANAGEMENT ECHELON

<b><u>POST 39/11</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: RECRUIT 2024/263</u></b> National Prosecuting Authority
<b><u>SALARY</u></b>	:	R1 741 770 per annum (Level 15), (Total cost package)
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 8 as recognised by the SAQA. Minimum 8 years' experience on a senior management level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. A Pre-entry certificate (Nyukela Certificate) for entry into the SMS obtained from the National School of Government (NSG). Knowledge and understanding of the Labour Relations Act, BCEA, Public Service Act, Employment Equity Act, COIDA, PFMA and Treasury Regulations. Experience and in-depth understanding of relevant government policies, prescripts, and procedures. Experience in a legal environment will be an advantage. Must be a South African citizen and able to obtain a Top-Secret Security clearance. Valid

	driver's licence. Skills, Competencies and Attributes: Strategic capabilities. Ability to successfully mobilise financial resources. Ability to drive the organisation to a performance-based culture. Proven mature leadership and management capabilities. Tactful diplomat and excellent negotiator. Demonstrated ability to function effectively in a team.
<b><u>DUTIES</u></b>	: Provide strategic direction to advance the achievement of the NPA's mission, strategic objectives, and targets. Deploy financial and all other resources to ensure allocation according to the strategic direction and objectives of the NPA. Review activity reports and financials to determine progress and status towards attainment of objectives and to revise where required. Direct and guide towards the Planning, Development, and implementation of strategies for service delivery improvements. Oversee operations to ensure efficiency, quality, service, and cost-effective management of resources. Ensure effective and efficient governance and policy framework for the NPA. Evaluate performance of various units and management structures for compliance with established policies and objectives of the NPA. Represent the NPA at parliamentary committees, meetings, and at any other forum as mandated by the NDPP and the Director General. Represent the NPA at the DoJCD ExCo and ManCo meetings. Build a culture and a team driven by performance.
<b><u>ENQUIRIES</u></b>	: Shirley Magano Tel No: (012) 845 6087
<b><u>APPLICATIONS</u></b>	: e mail <a href="mailto:Recruit2024263@npa.gov.za">Recruit2024263@npa.gov.za</a>
<b><u>NOTE</u></b>	: The post is created under the Public Service Act, 1994 as amended. The National Prosecuting Authority (NPA) of South Africa was established in terms of Section 179 of the Constitution of the Republic of South Africa, to institute and conduct criminal proceedings on behalf of the State and carry out any necessary functions incidental to instituting and conducting such criminal proceedings. The NPA seeks to appoint an experienced and dynamic individual with high levels of integrity, professionalism, accountability and credibility to support the Deputy National Director of Public Prosecution: Strategy, Operations and Compliance (SOC) as the delegated accounting officer. SOC leads the administration and support services for the NPA and is the strategic business partner to the prosecution services. The NPA has embarked on an ambitious five year strategy to rebuild the organisation to ensure that it is equipped to address the growing challenges of crime. SOC is responsible for the implementation of the NPA's strategy and the DDG: Corporate Services will be required to provide strategic guidance, corporate management and delegated accounting officer functions for the NPA in line with its approved structure, and relevant delegations from the Director General (DG) of the Department of Justice and Constitutional Development.
<b><u>POST 39/12</u></b>	: <b><u>CHIEF FINANCIAL INVESTIGATOR REF NO: RECRUIT 2024/276</u></b> Asset Forfeiture Unit (This is an NPA Act position)
<b><u>SALARY</u></b>	: R1 216 824 per annum (Level 13), (Total cost package)
<b><u>CENTRE</u></b>	: Head Office
<b><u>REQUIREMENTS</u></b>	: An appropriate B -degree or Advanced Diploma (NQF level 7) qualification in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner will be an added advantage. At least eight years' experience in financial investigation with three years management experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Communication written and verbal. Planning and organizing skills. Customer focus and responsiveness. Problem solving and decision-making skills. Knowledge of legislation and regulations and regulations pertaining to public service administration. Computer skills, such as MS WORD, MS EXCEL, MS Outlook, MS PowerPoint, etc. Understand profit and loss calculations. Information Management. Writing Skills. Task/Time management skills. Strategic thinking. Conflict Management. Interpersonal relations. Communication. Planning. Analytics. Specialist/ Professional. Research Skills. Problem solving.
<b><u>DUTIES</u></b>	: Provide strategic planning and implementation of financial investigations. Coordinate and manage stakeholder relations in relations to financial investigations. Manage national financial investigative projects and administrative functions.
<b><u>ENQUIRIES</u></b>	: Lindie Swanepoel Tel No: 012 845 6638
<b><u>APPLICATIONS</u></b>	: e mail <a href="mailto:Recruit2024276@npa.gov.za">Recruit2024276@npa.gov.za</a>
<b>OTHER POSTS</b>	
<b><u>POST 39/13</u></b>	: <b><u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (REGIONAL HEAD)</u></b> Asset Forfeiture Unit
<b><u>SALARY</u></b>	: R1 501 617 per annum (Level 14), (Total cost package)
<b><u>CENTRE</u></b>	: Cape Town Ref No: Recruit 2024/264 Durban Ref No: Recruit 2024/265
<b><u>REQUIREMENTS</u></b>	: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admitted Attorney and/or Advocate. Right of appearance as contemplated in section 25(2) of the NPA

Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Ability to act independently. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. Willing to travel and able to work extended hours.

**DUTIES** : Undertake litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture / confiscation of property / assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Manage the regional office.

**ENQUIRIES** : Lindie Swanepoel Tel No: (012) 845 6638  
**APPLICATIONS** : Cape Town e mail [Recruit2024264@npa.gov.za](mailto:Recruit2024264@npa.gov.za)  
 Durban e mail [Recruit2024265@npa.gov.za](mailto:Recruit2024265@npa.gov.za)

**POST 39/14** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2024/266 (X2 POSTS)**  
 Specialised Commercial Crime Unit

**SALARY** : R1 501 617 per annum (Level 14), (Total cost package)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Able to work extended hours. Valid driver's license.

**DUTIES** : To guide investigations and conduct prosecutions of identified cases. To exercise oversight on any decision to prosecute, and to give any necessary advice and report to the Head of the SCCU. To ensure that decisions to prosecute or not prosecute comply with all relevant legal prescripts, the Constitution, and all applicable policies, procedures and directive. To provide high level and well researched opinions and reports to the Head of the SCCU. To manage and direct governance and operations in the SCCU. To monitor and review strategy and operations. To provide enterprise performance reports. To liaise with regional offices and arrange meetings in this regard. To render professional advice to the Head of the SCCU, as required. To ensure that plans are in place to promote good stakeholder and partner engagement. To ensure that the national strategy and annual plan of the SCCU are developed and implemented. To monitor delivery of the regional offices in line with the strategy and plan. In order to ensure that the regional offices meet targets, to continuously analyse, review and monitor operational performance of the offices in order, inter alia, to identify and operational deficiencies and to monitor the achievement of strategic objectives and annual targets. To develop any performance or delivery improvement plans or make such interventions as circumstances may require. To oversee the development and implementation of appropriate employee performance management systems. To initiate and implement training initiative by establishing training needs both at national and regional levels. To meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of SCCU.

**ENQUIRIES** : Bonakele Jali Tel No: (012) 845 6395  
**APPLICATIONS** : e mail [Recruit2024266@npa.gov.za](mailto:Recruit2024266@npa.gov.za)

**POST 39/15** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**  
 National Prosecutions Services

**SALARY** : R1 501 617 per annum (Level 14), (Total cost package)  
**CENTRE** : DDPP: Port Elizabeth Ref No: Recruit 2024/267  
 DPP: Mpumalanga (Governance) Ref No: Recruit 2024/268  
 DPP: Grahamstown (Bhisho) Ref No: Recruit 2024/269

**REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid driver's license.

**DUTIES** : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court

documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES** : DDPP: Port Elizabeth & DPP: Grahamstown (Bhisho) Anthony Bean Tel No: (046) 602 3041  
DPP: Mpumalanga Sello Dibakoane Tel No: (013) 045 0622

**APPLICATIONS** : DDPP: Port Elizabeth e mail [Recruit2024267@npa.gov.za](mailto:Recruit2024267@npa.gov.za)  
DPP: Mpumalanga e mail [Recruit2024268@npa.gov.za](mailto:Recruit2024268@npa.gov.za)  
DPP: Grahamstown (Bhisho) e mail [Recruit2024269@npa.gov.za](mailto:Recruit2024269@npa.gov.za)

**POST 39/16** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2024/270**  
National Prosecutions Services

**SALARY** : R1 501 617 per annum (Level 14), (Total cost package)  
**CENTRE** : DPP: Mpumalanga (OCC)

**REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Experience or knowledge in POCA legislation will be an added advantage. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid driver's license.

**DUTIES** : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES** : Sello Dibakoane Tel No: (013) 045 0622  
**APPLICATIONS** : e mail [Recruit2024270@npa.gov.za](mailto:Recruit2024270@npa.gov.za)

**POST 39/17** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2024/271**  
National Prosecutions Services

**SALARY** : R1 501 617 per annum (Level 14), (Total cost package)  
**CENTRE** : DPP: Mpumalanga (Tax Unit)

**REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasions/avoidance, commercial crimes, fraud and related matters. Sound knowledge and understanding of SARS functions and financial accounting background. Good advocacy and legal drafting skills. Strong organisational leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management. Valid driver's license.

**DUTIES** : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the Constitutional Court. Studying and research law, enquiring and dockets relating to crimes and advising and decisions thereon. Instituting and conducting criminal proceedings in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross-examining witnesses as well as presenting arguments in court and argue cases. Consult on a regular basis with all relevant stakeholders and SARS officials. Manage and keep SARS records for all criminal prosecutions and statistics. Map out strategic planning for the division and lead staff members



		towards achieving strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Sello Dibakoane Tel No: (013) 045 0622 e mail: <a href="mailto:Recruit2024271@npa.gov.za">Recruit2024271@npa.gov.za</a>
<b><u>POST 39/18</u></b>	:	<b><u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2024/272</u></b> National Prosecutions Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 501 617 per annum (Level 14), (Total cost package) DPP: Kimberley An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate. Experience in dealing with Tax Act, Vat Act, Customs and Excise Act matters, Organised Crime matters, and corruption matters will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to tax matters, organised crime matters, corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Nicholas Mogongwa Tel No: (053) 807 4539 e mail <a href="mailto:Recruit2024272@npa.gov.za">Recruit2024272@npa.gov.za</a>
<b><u>POST 39/19</u></b>	:	<b><u>CHIEF PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY CENTRE</u></b>	:	R1 501 617 per annum (Level 14), (Total cost package) CPP: Klerksdorp - Recruit 2024/273 CPP: Odi - Recruit 2024/274 CPP: Mitchell's Plain - Recruit 2024/275
<b><u>REQUIREMENTS</u></b>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Organizational and leadership skills. Ability to think strategically and innovatively. Ability to manage the performance of the Cluster. Strong interpersonal and communication skills. General computer literacy and knowledge of programs in Microsoft Office. Decision making ability. A valid driver's license is a requirement.
<b><u>DUTIES</u></b>	:	Manage the performance of the NPA personnel in the lower courts, aligning such performance to the strategic plans of the NPA. Manage and oversee resources of the cluster and align them to the objectives of the NPA. Manage, train and guide Prosecutors and stakeholders in respect of all litigations in the cluster. Study, decide and recommend on budget and expenditure in line with the decision of NPA Administration and NPS. Manage the institution of/and conduct criminal proceedings on behalf of the State, in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross examining witnesses as well as presenting arguments in court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Compile reports and enter into correspondence on matters and activities pertaining to the cluster. Map out and implement strategic interventions for the cluster to guide prosecutors towards achieving strategic objectives. Check and ensure that a high standard of professional work is being carried out.
<b><u>ENQUIRIES</u></b>	:	CPP: Klerksdorp & CPP Odi Flora Kalakgosi Tel No: (018) 381 9041 CPP: Mitchell's Plain Sonwabiso Mkwakwi Tel No: (021) 487 7234

<b><u>APPLICATIONS</u></b>	:	CPP: Klerksdorp e mail: <a href="mailto:Recruit2024273@npa.gov.za">Recruit2024273@npa.gov.za</a> CPP Odi e mail: <a href="mailto:Recruit2024274@npa.gov.za">Recruit2024274@npa.gov.za</a> CPP: Mitchell's Plain e mail: <a href="mailto:Recruit2024275@npa.gov.za">Recruit2024275@npa.gov.za</a>
<b><u>POST 39/20</u></b>	:	<b><u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2024/281</u></b> Specialised Commercial Crime Unit
<b><u>SALARY</u></b>	:	R1 132 806 - R1 762 857 per annum (LP-9), (Total cost package)
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Knowledge of asset forfeiture law will be an added advantage. Well-developed skills in legal research and legal drafting. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Good interpersonal, analytical, organization and communication skills.
<b><u>DUTIES</u></b>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters. Be able to guide and supervise junior advocates. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<b><u>ENQUIRIES</u></b>	:	Xola Matembisa Tel No: 021 944 6721
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2024281@npa.gov.za">Recruit2024281@npa.gov.za</a>
<b><u>POST 39/21</u></b>	:	<b><u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2024/282 (X3 POSTS)</u></b> National Prosecutions Service Re-advert
<b><u>SALARY</u></b>	:	R1 132 806 - R1 762 857 per annum (LP-9), (Total cost package)
<b><u>CENTRE</u></b>	:	DPP: Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.
<b><u>DUTIES</u></b>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<b><u>ENQUIRIES</u></b>	:	Lemmer Ludwick Tel No: (051) 410 6001
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2024282@npa.gov.za">Recruit2024282@npa.gov.za</a>
<b><u>POST 39/22</u></b>	:	<b><u>SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2024/283</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R1 132 806 - R1 762 857 per annum (Level CM-1), (Total cost package)
<b><u>CENTRE</u></b>	:	CPP: Welkom
<b><u>REQUIREMENTS</u></b>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge

	<p>sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.</p>
<b><u>DUTIES</u></b>	<p>: Manage and supervise allocation of work and management of performance for lower-level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.</p>
<b><u>ENQUIRIES</u></b>	: Lemmer Ludwick Tel No: (051) 410 6001
<b><u>APPLICATIONS</u></b>	: e mail <a href="mailto:Recruit2024283@npa.gov.za">Recruit2024283@npa.gov.za</a>
<b><u>POST 39/23</u></b>	: <b><u>SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2024/277</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	: R1 132 806 - R1 762 857 per annum (Level LP-9), (Total cost package)
<b><u>CENTRE</u></b>	: Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight years' post qualification legal experience, in criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Proficiency in MS Word, Excel, and PowerPoint is required. Experience with MS Teams and Power BI will be an advantage. Ability to act independently without constant supervision. Must have good administrative skills. Able to work under pressure, which may involve long hours. Excellent analytical and problem-solving skills. Adaptability, communication and teamwork are also required in respect of working with other role-players.
<b><u>DUTIES</u></b>	: Study the recommendations of the TRC (including relevant volumes of the TRC and its final report, related articles, video clips and records and all exhibits and documents handed in at the hearings, trials, inquests, proceedings), pertaining to allocated TRC matters. Consider the recommendations of the TRC and related matters. Provide guidance to dedicated TRC investigating officers. Drafting documents pertaining to access to crime scenes, court documents, documents and exhibits in possession of other state departments, universities, non-governmental organisations and other assistance as may be required by investigators. Conduct research, drafting of legal documents and attend to representations arising out of TRC matters. Make legal decisions in accordance with the law, policies and justice. Assist with the preparation of charge sheets/indictments where applicable. Co-operate and engage with all relevant stakeholders and colleagues pertaining to TRC matters. Make legal decisions in accordance with the law, NPA prosecution policies and directives. Also conduct research, prepare reports, and draft legal opinions, policies, legislation, and other legal documents. Participate in and represent the NPA in stakeholder engagements, meetings and projects. Monitor, analyze and report on performance information and statistics. Assist with the development of strategic, operational and implementation plans. Identify and resolve challenges affecting the performance of the NPA.
<b><u>ENQUIRIES</u></b>	: Gija Maswanganyi Tel No: (012) 845 6944
<b><u>APPLICATIONS</u></b>	: e mail <a href="mailto:Recruit2024277@npa.gov.za">Recruit2024277@npa.gov.za</a>
<b><u>POST 39/24</u></b>	: <b><u>STATE ADVOCATE REF NO: RECRUIT 2024/284</u></b> Specialised Commercial Crime Unit (Re-advert)
<b><u>SALARY</u></b>	: R884 268 - R1 459 071 per annum (Level LP- 7 to LP-8), (Total cost package)
<b><u>CENTRE</u></b>	: Pretoria
<b><u>REQUIREMENTS</u></b>	: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.
<b><u>DUTIES</u></b>	: Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct

		prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Identify and refer matters to AFU.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Bontle Bareng Tel No: (012) 401 9421
	:	e mail <a href="mailto:Recruit2024284@npa.gov.za">Recruit2024284@npa.gov.za</a>
<b><u>POST 39/25</u></b>	:	<b><u>SENIOR FINANCIAL INVESTIGATOR REF NO: RECRUIT 2024/278</u></b>
		Asset Forfeiture Unit
<b><u>SALARY</u></b>	:	R849 702 per annum (MMS Level 11), (Total cost package)
<b><u>CENTRE</u></b>	:	Cape Town (George)
<b><u>REQUIREMENTS</u></b>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examine will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Five (5) years' experience in financial investigation. Strategic capability and leadership. General management skills. People Management and Empowerment. The ability to perform administrative tasks efficiently, effectively, and error free. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analyzing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints. Knowledge of legislation and regulations pertaining to public service administration. Computer skills, such as MS Word, MS Excel, MS Outlook, MS PowerPoint, etc.
<b><u>DUTIES</u></b>	:	Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Undertake all administration functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Lindie Swanepoel Tel No: (012) 845 6638
	:	e mail <a href="mailto:Recruit2024278@npa.gov.za">Recruit2024278@npa.gov.za</a>
<b><u>POST 39/26</u></b>	:	<b><u>HEAD CONTROL PROSECUTOR 2 REF NO: RECRUIT 2024/279</u></b>
		National Prosecutions Service
<b><u>SALARY</u></b>	:	R597 753 - R1 374 714 per annum (Level SU-1 to SU-2), (excluding benefits), (Total cost package)
<b><u>CENTRE</u></b>	:	CPP: Welkom (Parys)
<b><u>REQUIREMENTS</u></b>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel ad Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.
<b><u>DUTIES</u></b>	:	Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Lemmer Ludwick Tel No: (051) 410 6001
	:	e mail <a href="mailto:Recruit2024279@npa.gov.za">Recruit2024279@npa.gov.za</a>
<b><u>POST 39/27</u></b>	:	<b><u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2024/280</u></b>
		National Prosecutions Services
<b><u>SALARY</u></b>	:	R597 753 - R1 374 714 per annum (Level LP-5 to LP-6), (excluding benefits), (Total cost package)
<b><u>CENTRE</u></b>	:	CPP: Butterworth (OCC)

<b><u>REQUIREMENTS</u></b>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences. Experience or knowledge in POCA legislation. A valid driver's licence will be a requirement where applicable. Decision making skills. Must have good administrative skills.
<b><u>DUTIES</u></b>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Draft Heads of arguments and argue Appeals. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
<b><u>ENQUIRIES</u></b>	:	Tulisa Sibindlana Tel No: (047) 501 2669
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2024280@npa.gov.za">Recruit2024280@npa.gov.za</a>

## NATIONAL SCHOOL OF GOVERNMENT

*The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes.*

*Suitably qualified, dynamic, passionate, and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at [www.thensg.gov.za](http://www.thensg.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) for information on the requirements and duties of the position.*



<b><u>APPLICATIONS</u></b>	:	Applications can be submitted by email to the relevant email address indicated by quoting the relevant reference number provided on the subject line E-mail to <a href="mailto:Recruitment.MMS1@thensg.gov.za">Recruitment.MMS1@thensg.gov.za</a> , or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or postal address to The Principal: National School of Government, Private Bag X759, Pretoria. Applicants are encouraged to apply via the e-recruitment system.
<b><u>FOR ATTENTION</u></b>	:	Mr Mpho Mugodo Tel No: (012) 441 6017 or Mr Thabo Ngwenya Tel No: (012) 441-6108
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>NOTE</u></b>	:	Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Use of the old Z83 Form will result in disqualification. Candidates should not attach certified documents to the application. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be written on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Shortlisted candidates will be subjected to a technical exercise for the post (s). All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications that do not comply with the above-mentioned requirements as well as applications that are received late, will not be considered. The selection process of the SMS post will be in line with the Senior Management Service requirements. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and where applicable to disclose particulars of all registrable financial interests within a month. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for appointment of the SMS posts. Enrolment for the course should be made on the NSG's website at <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a>

## MANAGEMENT ECHELON

<b><u>POST 39/28</u></b>	:	<b><u>DIRECTOR: MANAGEMENT ACCOUNTING REF NO: NSG 18/2024</u></b> Job Purpose: To ensure the financial sustainability of the National School of Government through the provision of efficient management accounting.
<b><u>SALARY</u></b>	:	R1 216 824 per annum (Level 13), an inclusive remuneration package commencing
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A tertiary qualification on NQF level 7 in Financial Management in the field of Business, Commerce, Management Studies, and Management Accounting. Experience: 5 years' experience in management accounting at a middle/senior managerial level. Knowledge: In-depth knowledge of and experience in management accounting, forecasting, statistical analysis and modelling. Practical knowledge revenue forecasting and cash flow, aligned with ETD offerings, operational costs, client base, market factors and geography. Experience in profitability analysis, break-even points, and identifying bottlenecks using constraint analysis to optimize cash flow and revenue. You will provide financial insights on product costing, advising on new designs and analyzing variances. The ideal candidate will have expertise in managing financial performance through standard costing, budget control, and financial ratio analysis, with a strong focus on cost reduction and capital expenditure evaluation. Good knowledge of using standard costing. Knowledge of BAS, SAGE, PASTEL and PERSAL system. Knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation (including Public Service Act, Public Administration Management Act, Public Finance Management Act, Municipal Finance Management Act). Theoretical and practical knowledge of best practice and cutting-edge management accounting. Sound knowledge of GRAP (Generally Recognised Accounting Practices), GAAP (Generally Accepted Accounting Practices) and zero-based basis of accounting, performance budgeting. Competencies: Financial management experience combined with good analytical and planning skills. Statistical analysis, forecasting and reporting. Advanced Computer skills in MS Office Suite, Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with finance trends. Ability to multi-task and organize, prioritize, and follow multiple

projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyze problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work extended hours when required. Preference will be given to African Females, Youth, African Males and Coloured Males and people with disability in accordance with our employment equity requirements.

## **DUTIES**

: The incumbent will be responsible for the following Key Results Areas: Analyse and measure financial information using various tools, forecasting models and cost estimates database to provide interpretation for financial planning and decision making. Forecast revenue generation and cash flow, in line with ETD offerings, operational costs, client base, geography. Manage the NSG profitability and determine break-even points through analysis techniques. Identify bottlenecks through constraint analysis techniques and determine impact on cash flow and revenue-generating capacity. Advise in the design of new products by providing insights on the costs of new designs, comparing the cost to the target, and analysing variance. Manage the financial performance of the organisation by using standard costing, budgetary control, accounting ratios, cash and funds flow statements, cost reduction programmes and evaluating the capital expenditure. Manage the conceptualization, planning and development of departmental annual and multi-year budgets. Coordinate the budget planning, development, allocation and control in accordance with the Public Finance Management Act (PFMA), including MTEF, ENE and AENE. Manage and control the departmental expenditure based on expenditure forecasts, as well as aggregate spending that is aligned to the department's voted funds. Oversee the in-year budget maintenance and monitoring. Manage weekly bank and cash requisition of funds. Review and amend SCOA classifications where required. Undertake capital budgeting analysis and provide guidance on acquiring fixed assets and equipment. Develop and manage a collection strategy for the NSG on old and current debt. Prepare the Appropriation Statement for the NSG. Manage the maintenance, monitoring and reporting on the departmental budget. Develop and implement processes to prevent unauthorised expenditure and overspending of the voted funds. Manage the response to audit queries and ensure implementation of findings. Oversee the preparation and provision of monthly, quarterly and annual expenditure reports. Manage compilation of monthly debt account reconciliations and management reports, including management of debt cases. Manage irregular expenditure, fruitless and wasteful expenditure and thefts/ losses cases. Manage the development of new or review of existing management accounting policies and standard operating procedures and facilitate approval. Manage the review of management accounting systems, internal controls, tools, process flows and procedures. Monitor the implementation of policies and standard operating procedures. Facilitate and conduct periodic workshops with relevant internal and external stakeholders on approved policies, standard operating procedures and processes. Manage the compliance and adherence to approved policies, standard operating procedures and processes. Review tariffs and ETD performance. Manage the resources (people, finance, systems, assets) allocated within the directorate. Implement operations management within the business unit, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for the achievement of performance targets and business unit requirements, including quarterly performance reporting. Identify and manage strategic and operational risks within the business unit, as well as mitigation plans, including business continuity plans. Manage a team of employees, who are expected to accomplish assigned duties in an efficient, effective, and competent manner and to strive for improvement and excellence in all work performed.

## **ENQUIRIES**

: Mpho Mugodo Tel No: (012) 441 6017

## OFFICE OF THE CHIEF JUSTICE

*The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.*

**APPLICATIONS**

: **Free State Provincial Service Centre/Free State Division of the High Court:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301

**Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town

**KwaZulu Natal Provincial Service Centre/Pietermaritzburg/Durban:** Quoting the relevant reference number, direct your application to: The Head: Office of the Chief Justice, Private Bag X 54314, Durban, 4000 or Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart Simelane Streets, Durban, 4000.

**CLOSING DATE**

: 08 November 2024

**NOTE**

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from the country of origin (when shortlisted all non - SA Citizens will be required to submit a copy of proof of South African permanent residence). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null



and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

## OTHER POSTS

<b><u>POST 39/29</u></b>	:	<b><u>JUDGE'S SECRETARY REF NO: 2024/176/OCJ (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Western Cape Division of The High Court: Cape Town
<b><u>REQUIREMENTS</u></b>	:	Matric certificate with typing or Secretarial Diploma, 1 – 3 years secretarial or Office assistant experience, Short listed candidates will be required to pass a competency/typing test. A valid driver's license. An LLB Degree or a minimum of 20 modules completed towards an LLB, BA or BComm Law or a Paralegal Qualification will serve as an added advantage and results must accompany the application: Skills and Competencies: proficiency in English; Good communication skills (verbal and written); Administration and organizational skills; Exceptional interpersonal skills; Ability to meet strict deadlines and to work under pressure; Attention to detail; Customer care service skills; Excellent typing skills; Confidentiality; Time management; Computer literacy (MS Office); Research capabilities; Ability to provide support services to a Judge in the office and in a court setting; Attend and provide support services to a Judge at circuit courts around the Western Cape. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.
<b><u>DUTIES</u></b>	:	Typing, arranging and diarize appointments. Meetings for official visits, make travel and accommodation arrangements. Safeguarding of all case files and the endorsement of case files with an order made by Judge. Perform digital recording of Court Proceedings on urgent court cases after hours and ensure integrity of such recordings. Store, keep and file Court records safely. Accompany the Judge to the Courts. Management of Judge's vehicle, logbook and when required, driving thereof. Compile data and prepare reports and documents for assigned Judges as necessary, including expense reports, continuing legal hours, financial disclosure statements, and case management. Arrange receptions for the Judge and his or her visitors and attend to their needs. Management of Judges library and updating of loose leaf publications. Execute legal Research as directed by the Judge and comply with prescripts, Departmental Policies, Procedures and guidelines. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the judiciary in connection with cases and case-related matters, Exercise control over the management and safekeeping of case records. Deal with the files in terms of the relevant codes and legislation. To ensure that the register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when a judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the pre-authorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that the statistics tools are submitted to the Statistical Officer on or before every Friday.
<b><u>ENQUIRIES</u></b>	:	Technical Enquiries: Mr R Wesso Tel No: (021) 480 2411 HR Related Enquires: Ms M Baker Tel No: (021) 469 4032
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:Recruitment20@judiciary.org.za">Recruitment20@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 39/30</u></b>	:	<b><u>JUDGE'S SECRETARY REF NO: 2024/177/OCJ</u></b>
<b><u>SALARY</u></b>	:	R308 154 - R362 994 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	KwaZulu Natal Division of The High Court: Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Matric certificate. One (1) to three (3) years' secretarial experience or as an office assistant in a legal environment. A valid driver's license. An LLB degree or a minimum of 20 modules completed towards an LLB, BA / Bcom Law degree will serve as an added advantage and results must accompany the application. Shortlisted candidates will be required to pass a typing

test. Good communication skills (verbal and written). Administration and organizational skills. Exceptional interpersonal skills. Ability to meet strict deadlines and to work under pressure. Attention to detail. Customer service skills and excellent typing skills including Dictaphone typing. Confidentiality and time management. Computer literacy (MS Word) and research capabilities. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.

## **DUTIES**

: To ensure attendance and screening of all incoming and outgoing calls. To ensure that appointments and meetings of the Judge are diarized. To ensure that the judgments are typed and correspondences are filed accordingly in the right sections. To ensure that signed Judgments and orders handed down in court or virtually are sent to the typist and the Library (Judgment only). To ensure that all visitors are received, screened and their queries are attended to. To ensure that all incoming and outgoing documents are recorded and filed. To ensure that stationery for the Judge is ordered and collected. To ensure that the court files are ready and Judge has all documents in the file on time as per duty roster. To ensure that all files received from various section(s) are verified by the Registrar of that section. To ensure that the register of reviews is up to date and signed on receipt and return of reviews to the review Clerk. To ensure that the register/template of the reserved judgment is updated and notifying the Statistics officer as well as the office of the Judge President when judgment has been handed down. To ensure that the transcribed judgments from transcribers reach the Judges for approval and signature. To ensure that the Heads of Arguments from various stakeholders are received filed and verified. Informing parties involved via e-mail and or telephonically of time and date when reserved judgments will be handed down, further notifying them on how the judgement will be handed down. To ensure that the bench book of the Judge is prepared and files are in court before the court starts or before Judge enters the court. To ensure that all cases are called and recorded as per court roll. Calling the case number and the parties' names on record before Judge can allow parties to start with their matters. To ensure that the correct Oath ID or declaration is administered in court, when required. To ensure that the exhibits are handled, controlled and noted professionally and captured accordingly. To ensure that the correct order is endorsed on the file and on Caselines after it was granted by Judge in court. To ensure that all the travel, accommodation arrangements are in order on time, attend to sign the documents being signed prior approval. To ensure that the Judge's logbook is submitted on or before 5th of every month to the Transport Officer. To ensure that the car is booked for either maintenance and service, receive the preauthorization for the Judge's vehicle. To remind the Judge of the invoices so that the submission of the S&T claims can be processed. To ensure the submissions of Cell phone and 3G data claims for process purposes. To ensure that court roll(s) is submitted to the Statistical Officer on or before every Friday.

## **ENQUIRIES**

: Technical related enquiries: Mr Zondi Tel No: (031) 345 8211

HR Related enquiries: Ms SZ Mvuyana Tel No. (031) 4931723

## **APPLICATIONS**

: Applications can be sent via email at [Recruitment21@judiciary.org.za](mailto:Recruitment21@judiciary.org.za)

## **NOTE**

: The Organisation will give preference to candidates in line with the Employment Equity goals.

## **POST 39/31**

: **REGISTRAR'S CLERK'S REF NO: 2024/178/OCJ (X2 POSTS)**

## **SALARY**

: R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

## **CENTRE**

: Western Cape Division of The High Court: Cape Town

## **REQUIREMENTS**

: Matric certificate, Experience in general administration. Experience with court related functions will serve as an advantage, A driver's license would serve as an advantage, A paralegal/ legal qualification will serve as an added advantage Skills and Competencies: Good administration and organising skills, Excellent communication skills (written and verbal), literacy (MS Office and any other IT programmes). Good interpersonal and public relation skills, Ability to work under pressure and solve problems, numerical skills, attention to detail, planning, organizing and skills and customer service skills orientated. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.

## **DUTIES**

: Render efficient and effective support services to the Court, Issuing of Court process at General Office, render case management duties, render counter service duties/functions, prepare, analyse and submit court statistics, Maintain and keep all registers for civil and criminal and taxation matters, Filing and archiving of both civil and criminal processes, attending to case management and set down notices, Act as a liaison between Judges and Legal Practitioners, Requisitioning of accused persons from prison, Attend to correspondence and enquiries from the public and stakeholders, Prepare and send cases to transcribers for appeal and review purposes, Attend to complaints from prisoners and members of the public, Perform administrative duties in respect of mental health, petition, review and appeal matters, Act as liaison between Registrar and Legal Practitioners, Provide administrative support in general as requested by the Chief Registrar, Court Manager and Supervisor.

## **ENQUIRIES**

: Technical related enquiries: Ms R David Tel No: (021) 480 2411

HR related enquiries Ms. M Baker Tel No: (021) 469 4000

## **APPLICATIONS**

: Applications can be sent via email at [Recruitment22@judiciary.org.za](mailto:Recruitment22@judiciary.org.za)

## **NOTE**

: The Organisation will give preference to candidates in line with the Employment Equity goals.

<b><u>POST 39/32</u></b>	:	<b><u>REGISTRAR'S CLERK REF NO: 2024/179/OCJ</u></b>
<b><u>SALARY</u></b>	:	R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	KwaZulu Natal Division of The High Court: Durban
<b><u>REQUIREMENTS</u></b>	:	Matric Certificate or equivalent qualification. A minimum of one year' relevant experience will be an added advantage. Appropriate experience in general administration will serve as an added advantage. Experience in HR related functions, PERSAL and relevant Human Resources management policies may also serve as an added advantage. A valid driver's license will be an added advantage. Understanding of confidentiality in Government. Skills and Competencies: Good administration and organising skills. Excellent communication skills (written and verbal). Computer literacy (MS Office) Good interpersonal and public relation skills. Ability to work under pressure and solve problems. Numerical skills. Attention to detail and Customer service skills orientated. Assist with HR related functions. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.
<b><u>DUTIES</u></b>	:	Perform functions relating to Human Resources Management. Receiving, processing and capturing of leave applications including Temporary Incapacity Leave. Receiving and processing of applications relating to service benefits. Keeping of personnel records such as Probation and performance management reports. Co-ordinate training and other employee wellness initiative. Keeping of and submission of HR Statistics and Registers. Processing of claims in respect of Overtime and Standby Allowances; Manage distribution and submission of salary advices. Compile and type memorandums. Keep minutes of meetings. Ensure proper filing and safekeeping of all Personnel records. Perform general administrative duties.
<b><u>ENQUIRIES</u></b>	:	Technical/HR related enquiries: Ms SZ Mvuyana Tel No: (031) 4931723
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:Recruitment23@judiciary.org.za">Recruitment23@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 39/33</u></b>	:	<b><u>ADMINISTRATION CLERK (DCRS) REF NO: 2024/180/OCJ (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	Western Cape Division of The High Court: Cape Town
<b><u>REQUIREMENTS</u></b>	:	Matric certificate or equivalent, Driver's license, Experience in general administration or court related functions with regard to court recordings and/ or caseload management will be an added advantage, Understanding of confidentiality in Government. Skill and competencies: Good communication (written and verbal) Computer literacy (MS Office and any other related IT programmes. Good interpersonal skills, good public relations skills, Ability to work under pressure and to solve problems, Customer service, Document management. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.
<b><u>DUTIES</u></b>	:	Test and operate court recordings equipment and ensure the safekeeping and maintenance thereof; Record court proceedings; Provide administrative support and case flow management in the court. Provide court recording and administrative support to the Judiciary at circuit courts around the WC. Provide any administrative support as required by the Judiciary, Court Manager and/ or Supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms F Cilliers Tel No: (021) 480 2411/Ms M Baker Tel No: (021) 469 4032
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:Recruitment24@judiciary.org.za">Recruitment24@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 39/34</u></b>	:	<b><u>ACCOUNTING CLERK REF NO: 2024/181/OCJ</u></b>
<b><u>SALARY</u></b>	:	R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement
<b><u>CENTRE</u></b>	:	Free State Provincial Service Centre
<b><u>REQUIREMENTS</u></b>	:	Matric Certificate or equivalent qualification with Accounting as a passed subject. Formal PERSAL training. Shortlisted candidates will be required to submit certificate/s or results. Experience in the administration of salaries and payments will be an added advantage. Knowledge of transversal systems (PERSAL, BAS, LOGIS) will be an added advantage. A National Diploma in Accounting/Finance or equivalent will be an added advantage. Skills and Competencies: Computer literacy (MS Office). Good communication skills (verbal and written). Good interpersonal relations. Administrative and organizational skills. Accuracy and attention to detail. Problem solving skills and ability to work under pressure. Basic numeracy skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.
<b><u>DUTIES</u></b>	:	Process all BAS related transactions. Administer the collection of revenue. Perform salary administration support services in accordance with the PFMA, DFI and Treasury Regulations.

Check claims and other documents for correctness. Capture all financial transactions e.g. payments, allowances, overtime and claims on PERSAL. Administer petty cash. Examine payroll certificates and exercise document control. Maintain financial registers and file all documents. Handle internal and external enquiries. Perform general administrative duties.

**ENQUIRIES** : Technical Related Enquiries: Ms Z. Gxabuza Tel No: (051) 492 4588  
**APPLICATIONS** : HR Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4573  
**NOTE** : Applications can be sent via email at [Recruitment25@judiciary.org.za](mailto:Recruitment25@judiciary.org.za)  
 : The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 39/35** : **REGISTRAR'S CLERK REF NO: 2024/182/OCJ (X2 POSTS)**

**SALARY** : R216 417 – R254 928 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Free State Division of The High Court  
**REQUIREMENTS** : Matric certificate or equivalent qualification. A minimum of one-year experience in general administration or court related functions will be an added advantage. Understanding of appeal processes and petition procedures will be an added advantage. A valid driver's license will be an added advantage. Skills and Competencies: Good administration and organising skills. Communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal skills. Ability to work under pressure and solve problems. Numerical skills. Accuracy and attention to detail. Self-motivated and ability to work independently. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.

**DUTIES** : Perform clerical and administrative work within the court. Rendering effective and efficient case management support duties in the court. Ensure proper filing and safekeeping of all court records. Administration of all appeal and petition processes. Handle all requests for court files and attend to all stakeholders' enquiries and correspondence. Provide general administrative support.

**ENQUIRIES** : Technical Related Enquiries: Mr. S.P Mathibeli Tel No: (051) 492 4563

HR Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4573

**APPLICATIONS** : Applications can be sent via email at [Recruitment26@judiciary.org.za](mailto:Recruitment26@judiciary.org.za)  
**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 39/36** : **ASSISTANT LIBRARIAN REF NO: 2024/183/OCJ**

**SALARY** : R183 279 – R215 892 per annum. The successful candidate will be required to sign a performance agreement

**CENTRE** : Free State Division of The High Court  
**REQUIREMENTS** : Matric Certificate or equivalent qualification. Relevant experience will be an added advantage. Knowledge of library and information science matters, prescripts, legislation, procedures and processes. Experience in a legal/law library will serve as an added advantage. A three (3) year National Diploma/Degree in Library Science, Information Science or equivalent qualification will serve as an added advantage. Skills and Competencies: Computer literacy (MS Office). Good communication skills (verbal and written). Customer service oriented. Administrative and organizational skills. Accuracy and attention to detail. Problem solving skills and ability to work under pressure. Flexible and reliable. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.

**DUTIES** : Assist the librarian to perform all aspects relating to the library's operations; Assist with classifying and cataloguing; Assist with tracking of library collections; Assist with annotations and updating of legislation; Circulation of legislation (Journals and Government Gazettes); Verify orders and file the library materials accordingly; Continuously review library collections for duplicate, obsolete or suspended materials; Keep and maintain library registers; Conduct annual stock taking; Perform any other library administrative duties.

**ENQUIRIES** : Technical Related: Ms Z. Gxabuza Tel No: (051) 492 4588

HR Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4573

**APPLICATIONS** : Applications can be sent via email at [Recruitment27@judiciary.org.za](mailto:Recruitment27@judiciary.org.za)  
**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 39/37** : **USHER MESSENGER REF NO: 2024/184/OCJ**

**SALARY** : R155 148 - R182 757 per annum. The successful candidate will be required to sign a performance agreement

**CENTRE** : Western Cape Division of The High Court, Cape Town  
**REQUIREMENTS** : Matric Certificate or equivalent qualification. A minimum of one-year supervisory experience will be an added advantage. A valid driver's license will be an added advantage. Experience in general administration and/or in a court environment will be an added advantage. Skills and Competencies: Good administration and organizational skills, Excellent communication skills (written and verbal), Computer literacy (MS Office). Good interpersonal and public relation skills, Ability to work under pressure and solve problems, numerical skills, attention to detail, planning, organizing skills and customer service skills orientated, Ability to provide support services to a

Judiciary and Court Management in the office and in a court setting; Customer Service, Document Management. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.

- DUTIES** : To contribute toward the smooth running of the criminal and civil courts. Allocation of courts. Drafting, co-ordination and distribution of the court rolls to the notice boards and relevant internal stakeholders. Render effective support to the court. Allocation of the Usher/ Messengers to cases. Assist the public and advocates with queries and to liaise with the Judges, Judge's Secretaries and Management. Attend to the collection and distribution of post. Perform administrative functions (including HR functions) related to the area of responsibility, Supervision of the Ushers/ Messenger, responsible for the human resource management functions (eg. staff discipline, PMDS, staffs training needs, staff attendance), compliance with relevant human resource management policies and pre-scripts etc. Assist in other administration sections during the term and recess as required by the Chief Registrar and Court Manager.
- ENQUIRIES** : Technical Enquiries: Mr R Wesso Tel No: (021) 480 2411  
HR Related Enquires: Ms M Baker Tel No: (021) 469 4032
- APPLICATIONS** : Applications can be sent via email at [Recruitment28@judiciary.org.za](mailto:Recruitment28@judiciary.org.za)
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 39/38** : **USHER MESSENGER REF NO: 2024/185/OCJ**

- SALARY** : R155 148 – R182 757 per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Free State Division of The High Court
- REQUIREMENTS** : Matric Certificate or equivalent qualification. A valid driver's license. A minimum of one (1) year relevant exposure to a court environment will be an added advantage. Experience as a driver/messenger will be an added advantage. Skills and Competencies: Computer literacy (MS Office). Good interpersonal skills. Problem solving and analysis skills. Time management. Report writing skills. Communication skills (verbal and written). Planning and organizing skills. Client orientation and customer focus. Initiative. Flexibility. Reliable. Attention to detail. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.

- DUTIES** : Escorting of judges to the court rooms. Rendering of administrative support functions to the judges and the court room staff. Maintain court room records. Facilitation of the smooth running of the court room. Collection and distribution of court files, post, parcels and other documents. Attend to additional tasks as required by the judiciary, court manager and/or supervisor.
- ENQUIRIES** : Technical Related Enquiries: Ms Z. Gxabuza Tel No: (051) 492 4588  
Hr Related Enquiries: Ms D.S.J Peters Tel No: (051) 492 4573
- APPLICATIONS** : Applications can be sent via email at [Recruitment29@judiciary.org.za](mailto:Recruitment29@judiciary.org.za)
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 39/39** : **MESSENGER (DRIVER) REF NO: 2024/186/OCJ**

- SALARY** : R155 148 – R182 757per annum. The successful candidate will be required to sign a performance agreement
- CENTRE** : Pietermaritzburg High Court
- REQUIREMENTS** : Grade Ten (10) or ABET. A minimum of two (2) years' experience as a messenger will be an added advantage. A valid driver's license. Public Driver Permit (PDP) will be an added advantage. skills and Competencies: Computer literacy (MS Office). Good communication skills (written and verbal). Attention to detail. Problem solving skills. Ability to liaise with team members and members of the public. Ability to work under pressure. Ability to work independently as well as in the team. Good organising skills. Good interpersonal relations skills. Must be responsible and have good work ethics. All shortlisted candidates shall undertake a pre-entry practical test and driving test exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.

- DUTIES** : Distribute mail to various offices. Collect post bag from the Post Office. Transport officials to various destinations. Daily delivery and collection of posts from Post Office. Distribution of urgent/ hand delivered mail to various offices. Delivery of outgoing mail to Post Office. Maintenance of register of mail distribution and ensure safeguarding of all correspondence. Collect and deliver mail. Driving court vehicles.
- ENQUIRIES** : Technical/HR related enquiries: Mr MN Zondi Tel No: (033) 345 8211
- APPLICATIONS** : Applications can be sent via email at [Recruitment30@judiciary.org.za](mailto:Recruitment30@judiciary.org.za)
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 39/40** : **USHER MESSENGER REF NO: 2024/187/OCJ**

- SALARY** : R155 148 – R182 757 per annum (Level 03), The successful candidate will be required to sign a performance agreement.
- CENTRE** : KwaZulu Natal Division of The High Court: Durban

<b><u>REQUIREMENTS</u></b>	:	A Matric certificate or equivalent. A valid driver's License A minimum of 1-year relevant court exposure (Given the nature of the High Court environment w. r. t. the interaction with Judges) will be an added advantage: Skills and Competencies: Planning and organizing skills Driving skills Communication skills, Good interpersonal skills, Decision making skills, Listening skills Computer skills, Problem solving and Analysis, Time Management, Client Orientation and Customer Focus Good All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
<b><u>DUTIES</u></b>	:	Escort members of the bench to and from court and attend Judges' chambers with counsel. Facilitate order in court rooms before calling the Judges in. Organize the court support staff and inform them of the starting times, in line with the daily court roll. Ensure files and court books are taken to court prior to the hearing. Maintain silence and order in the court rooms when Judges enter or leave. Call the court to session, hand exhibits and documents between the counsel and Judge Check the correctness of motion court rolls, generation of copies and dissemination according to the distribution list. Write up court files with court orders as per Judges' instructions. Draw, check and arrange the criminal and civil files (to be taken to the court rooms). Collect court roll (unopposed motion etc) from typists and distribute to relevant Judges Collect and distribute files from Judge President and Deputy Judge President's offices (opposed motions, trials, appeals, reviews, petitions etc). Report the missing files to the Judges. File/ archive the documents, registers, etc. Negotiate the Court Rooms allocation with Judges. Attend to courtroom shortages. Keep the court files safe. Make copies of Court rolls and circulate according to the distribution list. Collect files from Judges and deliver them to the typists or relevant administrative section. General messenger duties inside and outside of the court Collect and distribute post, parcels, files and documents Photocopying of documents and Judgments Assist in other administration sections during term and recess as requested by Chief Registrar and Court Manager.
<b><u>ENQUIRIES</u></b>	:	Technical Enquiries: Ms T Mahomed-Hanid Tel No: (031) 492 4699 HR Related Enquiries: Ms N Naidoo Tel No: (031) 493 1723
<b><u>APPLICATIONS</u></b>	:	Applications can be sent via email at <a href="mailto:Recruitment31@judiciary.org.za">Recruitment31@judiciary.org.za</a>
<b><u>NOTE</u></b>	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
<b><u>POST 39/41</u></b>	:	<b><u>SECURITY OFFICER REF NO: 2024/188/OCJ</u></b>
<b><u>SALARY</u></b>	:	R155 148 - R182 757 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	KwaZulu Natal Division of The High Court: Durban
<b><u>REQUIREMENTS</u></b>	:	Matric certificate. A minimum of one-year experience will be an added advantage. A valid driver's licence. Grade C Security Certificate (PSIRA: Grade C. A minimum of one- year experience in Security Industry will be an added advantage. Minimum Information Security Standard (MISS). Minimum Physical Security Standard (MPSS). Criminal Procedure Act. Information Security. Private Industry Regulation Authority Act. Control of Access to the Public Premises and Vehicles Act. Knowledge of the SS Control Room Procedure. National Key Point Act. Skills and Competencies: Basic Computer Literacy (MS Office). Good communication skills (verbal and written) Problem solving skills. Good interpersonal relations. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and general requirements.
<b><u>DUTIES</u></b>	:	Access control function. Ensure that the Public Access Control Act is adhered to. Control crowd at the High Court. Search of any harmful objects that may enter into the building e.g. firearm. Ensure safety of officials, all court users and the public members. Update security registers. Complete register book before a visitor escort to the relevant office. Escort visitors to the intended offices. Assist Chief security to the conduct risk assessment. Monitor the Outsourced security positions. Assist the supervisor to organize boom sweep at the court. Observe the proceedings in the court. Monitoring the removal of equipment or furnishers entering and existing the premises. Ensure that no items belonging to the court is removed. Report unattended and suspicious items. Assist with the transport management duties. Checking Security Equipment placed at the court. Ensure that adequate security equipment is in place in a working condition. Report any irregularities immediately to the supervisor. Ensure that all exit points are secured and intact. Check all security personnel equipment, pocket books and uniform. Enforce the wearing of uniform and adherence to the stipulated rules. Ensure that x-ray machine and mental detector are in full operational. Ensure that sanitizer is always available for public and officials use. Control of Master keys during and after hours. Open the Offices when staff members request to do so. Ensure that the Chambers are locked for crime deterrence. Ensure that duplicated keys are stored in a safe. Ensure that there is no missing or broken key. Control Room operation. Retrieve of footages during investigation. Respond to internal and external calls. Respond to emails. Monitor of fire system equipment. Respond to all alarm activation. Enroll of staff into biometric system. Complete of control room maintenance register, control room occurrence book and key register. Occupational Health and Safety. Ensure the compliance of the Organisation. Check fire Equipment's zones. Conduct evacuation

drill. Check the emergency signage's. Prevent the escaping doors from obstruction. Safeguard the escape doors. Draft the OHS Report. Assist to coordinate and plan OHS Committee Meetings. Maintain first aid boxes. Assist by arranging bomb sweep at the court building when necessary.

**ENQUIRIES**

: Technical Enquiries: Mrs K Marais Tel No: (031) 4924699  
HR Related Enquiries: Ms N Naidoo Tel No: (031) 4931723

**APPLICATIONS**

: Applications can be sent via email at [Recruitment32@judiciary.org.za](mailto:Recruitment32@judiciary.org.za)

**NOTE**

: The Organisation will give preference to candidates in line with the Employment Equity goals.

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

*The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively (specifically persons with disabilities and women), will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.*



<b><u>APPLICATIONS</u></b>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to: <a href="mailto:Recruitment24-19@dpw.gov.za">Recruitment24-19@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>CLOSING DATE</u></b>	:	08 November 2024 at 16H00
<b><u>NOTE</u></b>	:	Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service Department); applicants are requested to use the new application form and the Z83 form must be fully completed signed and initialled when submitted as failure to do so may result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, and applicants will not be disqualified if they only sign page 2. Failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Please note that applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications, any disciplinary proceeding and a security clearance. Posted, hand delivered or email applications will be accepted, late applications will not be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful. Applications must be submitted as a single document/One attachment to the email addresses specified for each position. (Kindly note that the emailed applications and attachments should not exceed 15MB)

## OTHER POST

<b><u>POST 39/42</u></b>	:	<b><u>CONTROL GEOGRAPHIC INFORMATION SCIENCE (GISc) TECHNOLOGIST (GRADE A)</u></b> <b><u>REF NO: 2024/98</u></b> (Expanded Public Works Programme)
<b><u>SALARY</u></b>	:	R873 840 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 Certificate and 3 to 4 years GISc or related Bachelor Degree. Minimum of 6 years post qualification GISc Technologist experience. Compulsory registration with South African Geomatics Council (SAGC) (previously known as PLATO) as a GISc Technologist or a GISc Professional. Knowledge: Knowledge of programme and project management. GISc, legal and operational compliance. GISc implementation. Standards development. Policy formulation. GISc operational communication. Process knowledge and skills. Maintenance skills and



knowledge. Spatial modelling and analysis knowledge. Research and development. GISc applications. Creating high performance culture. Technical consulting. Skills: Strategic management and direction. Mobile equipment operating skills. System skills. Analytical skills. Creativity. Self-management skills. Communication skills (verbal and written). Language proficiency. Computer literacy. Change management skills. Negotiation skills. Knowledge management skills. A valid driver's license. Willing to travel throughout South Africa. Willing to adapt to a work schedule in accordance with office requirements.

## **DUTIES**

: Design, plan and perform advanced GISc analysis to address organizations strategic objectives. Undertake spatial modelling. Facilitate the collection and capturing of spatial data from various formats and sources. Ensure the publishing of metadata. Coordinate the design, development and creation of geospatial databases. Conduct analysis and visualization of data to meet the stated requirements. Manage and implement image processes and procedures. Undertake operational and project requirement. Maintain GIS unit effectiveness. Develop and manage spatial information applications within organizational process. Provide access to spatial information and Geographic Information Services to all clients in the Department. Develop training manual end users on skills regarding to GISc all times. Ensure interoperability between systems to maximize efficiency. Publish data into a web based GISc system to provide geographical information through the internet. Ensure easy access to spatial information at all times. Document GISc processes. Provide stakeholder management services. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Provide GIS implementation support. Support GIS and technical systems audit. Support the systems requirements analysis. Participate in cost benefit analysis exercises. Facilitate the development of process models and workflow diagrams. Ensure implementation of GIS standards. Draft Terms of Reference for GIS projects. Manage maps production and customize to meet client needs accordingly. Conduct research. Research, investigate and advise on new GIS technologies. Advise on research viability and feasibility. Recommend and compile appropriate plan to respond to the research problem. Develop new methods / technologies for solving spatial data problems. Research and implement new GIS standards.

## **ENQUIRIES**

: Mr G.R Brijman Tel No: (012) 492 3092

## DEPARTMENT OF WATER AND SANITATION

<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>NOTE</u></b>	:	Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

## OTHER POSTS

<b><u>POST 39/43</u></b>	:	<b><u>ENGINEER PRODUCTION GRADE A-C (MECHANICAL) REF NO: 081124/01</u></b> Branch: Infrastructure Management: Southern Operations Dir Operations Southern This is a readvertisement, applicants who have previous applied must re-apply
<b><u>SALARY</u></b>	:	R833 499 – R1 254 282 per annum, (all-inclusive OSD salary package), (Offer will be based on proven years of experience)
<b><u>CENTRE</u></b>	:	Gqeberha (Port Elizabeth)
<b><u>REQUIREMENTS</u></b>	:	A Mechanical Engineering degree (B Eng/ BSc Eng). Three (3) years post qualification mechanical engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's license. Knowledge of water resources infrastructure operations, hydrology, supply chain management, contractual, legal requirements and of business planning.
<b><u>DUTIES</u></b>	:	Manage maintenance of mechanical and electrical infrastructure. Design new systems to solve practical engineering challenges, improve efficiency and enhance safety. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure through evaluation that planning and design by others is done according to sound engineering principles. Ensure training and development of technicians, technologists, and candidate engineers. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Monitor and control expenditure.
<b><u>ENQUIRIES</u></b>	:	Mr. P Barry Tel No: (041) 508 9705
<b><u>APPLICATIONS</u></b>	:	Southern Operations: Please email your application quoting the relevant reference number on the subject line to: <a href="mailto:SOREcruit39@dws.gov.za">SOREcruit39@dws.gov.za</a> or hand deliver at the Department of Water and Sanitation 50 Heugh Road, Lion Roars Office Park c/o 3 <sup>rd</sup> Avenue and Heugh Road, Walmer, Port Elizabeth/Gqeberha, or post to: P.O Box 5501, Walmer, Port Elizabeth, 6065.
<b><u>FOR ATTENTION</u></b>	:	Mr MN Jonkerman
<b><u>POST 39/44</u></b>	:	<b><u>CONTROL ENGINEERING TECHNICIAN GRADE A (CIVIL) REF NO: 081124/02</u></b> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<b><u>SALARY</u></b>	:	R552 741 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Gqeberha (Port Elizabeth)

<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Civil Engineering. Six (6) years post qualification Civil Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired drivers license. Proven experience in infrastructure condition assessment, project management, design and analysis of water related infrastructure, preparation of procurement documentation and site supervision of construction works. Proven ability in computer aided design software with special emphasis on ability to work with Autodesk Revit. Problem solving and decision-making skills are essential as well as the ability to work in multi-disciplinary teams. Willingness to work outside normal working hours and to travel extensively throughout the Eastern and Western Cape Provinces.
<b><u>DUTIES</u></b>	:	Manage technical services in conjunction with engineers, technologists, technicians and maintenance personnel. Ensure safety in terms of statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage projects in terms of best practice and policy requirements. Undertake condition assessments of infrastructure and update the relevant databases and produce detailed reports on assessment results. Prioritise infrastructure rehabilitation projects based on condition assessments. Undertake analyses and designs of rehabilitation solutions. Produce the necessary design reports, drawings and specifications. Supervise rehabilitation work on site. Manage, supervise and control technical and related personnel and assets. Research studies on technical engineering technology to improve expertise, liaise with relevant bodies/councils on engineering related matters. Mentor candidate technicians. Lend support to strategic and business planning, financial management, human resource management and general office management of the section
<b><u>ENQUIRIES</u></b>	:	Mr. G Daniell Tel No: (041) 508 9706
<b><u>APPLICATIONS</u></b>	:	Southern Operations: Please email your application quoting the relevant reference number on the subject line to: <a href="mailto:SORecruit39@dws.gov.za">SORecruit39@dws.gov.za</a> or hand deliver at the Department of Water and Sanitation 50 Heugh Road, Lion Roars Office Park c/o 3 <sup>rd</sup> Avenue and Heugh Road ,Walmer, Port Elizabeth/Gqeberha, or post to: P.O Box 5501, Walmer, Port Elizabeth, 6065.
<b><u>FOR ATTENTION</u></b>	:	Mr MN Jonkerman
<b><u>POST 39/45</u></b>	:	<b><u>ENGINEERING TECHNICIAN PRODUCTION GRADE A – C (MECHANICAL) REF NO: 081124/03</u></b> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<b><u>SALARY</u></b>	:	R371 253 – R556 080 per annum, (OSD), (offer will be based on proven years of experience)
<b><u>CENTRE</u></b>	:	Gqeberha/ Port Elizabeth
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Mechanical Engineering. Three (3) years post qualification mechanical engineering experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Experience in project management. Technical design and analysis knowledge. Familiar with computer-aided engineering applications. Knowledge of legal compliance, technical report writing and technical consulting. Communication and problem-solving skills. Computer skills.
<b><u>DUTIES</u></b>	:	Render technical services. Assist Engineers, Technologists and associates in field-, workshop- and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Manage refurbishment projects. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Perform administrative and related functions: Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets.
<b><u>ENQUIRIES</u></b>	:	Mr. P Barry Tel No: (041) 508 9705
<b><u>APPLICATIONS</u></b>	:	Southern Operations: Please email your application quoting the relevant reference number on the subject line to: <a href="mailto:SORecruit39@dws.gov.za">SORecruit39@dws.gov.za</a> or hand deliver at the Department of Water and Sanitation 50 Heugh Road, Lion Roars Office Park c/o 3 <sup>rd</sup> Avenue and Heugh Road ,Walmer, Port Elizabeth/Gqeberha, or post to: P.O Box 5501, Walmer, Port Elizabeth, 6065.
<b><u>FOR ATTENTION</u></b>	:	Mr MN Jonkerman
<b><u>POST 39/46</u></b>	:	<b><u>ENGINEERING TECHNICIAN PRODUCTION GRADE A-C (MECHANICAL) REF NO: 081124/04</u></b> Branch: Infrastructure Management: Southern Operations Dir: Operations Southern
<b><u>SALARY</u></b>	:	R371 253 – R556 080 per annum, (OSD), (offer will be based on proven years of experience)
<b><u>CENTRE</u></b>	:	Uitkeer

<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Mechanical Engineering. Three (3) years post qualification mechanical engineering experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's license. Experience in project management. Technical design and analysis knowledge. Familiar with computer-aided engineering applications. Knowledge of legal compliance, technical report writing and technical consulting. Communication and problem-solving skills. Computer skills.
<b><u>DUTIES</u></b>	:	Render technical services. Assist Engineers, Technologists, and associates in field-workshop- and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Manage refurbishment projects. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters. Perform administrative and related functions: Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement, and maintain databases. Supervise and control technical and related personnel and assets.
<b><u>ENQUIRIES</u></b>	:	Mr. S Cannon Tel No: (060 543 8319/042 243 1172)
<b><u>APPLICATIONS</u></b>	:	Southern Operations: Please email your application quoting the relevant reference number on the subject line to: <a href="mailto:SOREcruit39@dws.gov.za">SOREcruit39@dws.gov.za</a> or hand deliver at the Department of Water and Sanitation 50 Heugh Road, Lion Roars Office Park c/o 3 <sup>rd</sup> Avenue and Heugh Road ,Walmer, Port Elizabeth/Gqeberha, or post to: P.O Box 5501, Walmer, Port Elizabeth, 6065.
<b><u>FOR ATTENTION</u></b>	:	Mr MN Jonkerman

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF EDUCATION**

<b><u>APPLICATIONS</u></b>	:	Please submit your application, quoting the relevant reference number on your Z83 application as well as on the envelope to: The Director: Human Resource Administration, Department of Education, Bloemfontein, 9300. (Old Saambou Building, Ground Floor, corner Charlotte Maxeke and Aliwal Street – Box at Security and or Private Bag X20565, Bloemfontein, 9300) or e-mail to: <a href="mailto:erecruitment@fseducation.gov.za">erecruitment@fseducation.gov.za</a> Regarding e-mailed applications: Applications must be submitted as a Single document/One Attachment to the e-mail address specified for each position. (Kindly note that e-mailed applications and attachments should not exceed 15MB). It remains the candidate's responsibility to ensure that their application is successfully submitted.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>NOTE</u></b>	:	It is the intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference. Applicants must apply using the NEW Z83 form which can be downloaded at <a href="http://www.dpsa.gov.za/dpsa2g/vacancies.asp">http://www.dpsa.gov.za/dpsa2g/vacancies.asp</a> . From 1 January 2021 should an application be received using the incorrect application form for employment (Z83), it will not be considered. Please ensure to complete ALL fields on the new Z83 application form. A recent comprehensive, detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies, and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Applicants are not required to submit copies of qualifications and other relevant documents on application but must only submit the Z83 and curriculum vitae (Only shortlisted candidates will be required to submit certified documents). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. Separate applications must be submitted for every vacancy. N.B.: Please note that: Incomplete and late applications will not be considered (applications posted, couriered, and received after the closing date and those that do not comply with these instructions will not be considered). The onus is on the applicants to ensure that their applications are posted, e-mailed or hand delivered timeously. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are requested to complete the new Z83 form properly which must be authenticated by a signature and initialed on both pages and clearly quoting the relevant REF NO number for each post applied for. Applicants are informed that applications, copies of qualifications and CVs will not be returned; Applicants who terminated their services with voluntary severance packages may not apply; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Non-RSA residents/permanent residents will submit proof only when shortlisted. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application has been unsuccessful. Please note it might be expected of short-listed applicants to complete a project. Successful candidates on level 13 and higher must undergo a Competency test. Introduction and general measures: NB: as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Entry level requirement for SMS posts: In terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1, a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Government (NSG). The Course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . Certificate to be submitted prior to appointment.

**MANAGEMENT ECHELON**

<b><u>POST 39/47</u></b>	:	<b><u>DIRECTOR: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: PS3/2024/01</u></b>
<b><u>SALARY</u></b>	:	R1 216 824 – R1 433 355 per annum (Level 13), (an all-inclusive salary package). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. This appointment is subject to the signing of an Annual Performance Agreement and obtaining a security clearance.
<b><u>CENTRE</u></b>	:	Bloemfontein: Head Office
<b><u>REQUIREMENTS</u></b>	:	Relevant B Degree qualification in Built Environment or equivalent qualification as recognised by SAQA. (NQF Level 7). Post Graduate Qualification will be an added advantage. Six (6) Years'

proven experience in Public Sector Management and/or related Management experience in the delivery and oversight of Infrastructure programmes as well as 5 Years Middle Management Experience. Valid Code B/EB Driver's license. Pre-entry certificate for the Senior Management Services to be submitted prior to appointment. Recommendations: Desirable: Certificate Course in infrastructure Delivery Management and Registration with relevant Professional Council/Board. Strong conceptual and formulation skills; strong leadership skills with specific reference to the ability to display thought leadership and co-ordination of complex applications; strong interpersonal skills; excellent verbal and written communication skills; outstanding planning, organisational and people management skills; computer literacy; a highly developed interpretative and conceptualisation/ formulation ability; the ability to render advice and guidance in an objective and dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; the ability to persuade and influence; the ability to lead and direct teams of professionals and service providers and ability to deal with complex situations. Knowledge of 178 PFMA/Division of Revenue Act / Treasury/Regulations/Practice Notes /Instructions Circulars, Departmental Supply Chain Management Policies, Procedures Delegations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act 2000. Government Immovable Asset Management Act 2007. South African Schools Act of 1996, Regulations and Guidelines, National Archives and Records Service Act 1996. Public Service Act of 1994 and Regulations. Experience and in-depth knowledge of Infrastructure Delivery Management System. Experience and knowledge of capital commitments scheduling, dealing within infrastructure financial compliance and auditing. Experience in major programme and project management. Understanding and knowledge of Framework for Infrastructure Delivery and Procurement Management. Experience and knowledge of development and implementation of operations and maintenance strategies. Specific knowledge of water and sanitation strategies and technologies. Understanding of the District Development Model. Knowledge in the development of Infrastructure Programme Management Plan and management of Implementing Agents.

## **DUTIES**

: Medium Term Expenditure Budget, Annual Budget, Adjustment Budget, Infrastructure Programme Management Plan, Construction Procurement Strategy and Infrastructure Programme Implementation Plan. Direct Infrastructure strategic objectives/briefs. Direct Medium Term, Annual and Adjustment Budget. Prepare and direct bids for performance grants in collaboration with the Directorate Infrastructure Planning & Property Management. Direct and approve Infrastructure Programme Management Plans. Direct and approve the procurement strategy providing value for money to inform the Infrastructure Programme Management Plan. Sign off on inputs provided for the preparation of the Infrastructure Programme Implementation Plan by Implementing Agent[s]. Review and sign-off Infrastructure Programme Implementation Plans. Review and recommend signing of Signed Service Delivery Agreement. Capital and Maintenance Project Implementation and Oversight. Participate on various Supply Chain Management Committee (if appointed). Sign-off Project Execution Plans. Sign-off scope and/or cost variations. Consult Districts and Schools during initiation and commissioning phases. Direct regular project site meetings and visits. Direct implementation of commissioning plans. Finalise and approve all infrastructure monitoring reports (performance reports). Direct updating of Project/Programme Management systems. Direct Post Project and Post Occupancy Evaluations. Manage feedback learning generated in terms of the application of approved norms and standards. Direct and manage social facilitation where applicable. Monitor and report on EPWP targets. Management of the infrastructure budget as Infrastructure Programme Manager for assigned projects. Use of funds in terms of contracts issued effectively, efficiently and in compliance with Public Finance Management Act. Review and approve cost and scope variations. Review and approve Task and Work Orders. Authorise invoices certified by Implementing Agents. Direct updating of financial documentation and records. Direct preparation of financial reports. Management of maintenance works. Direct the development of criteria for maintenance projects. Direct the development and updating of the maintenance system. Manage Departmental funding for maintenance. Enforce adherence by Districts and Schools to maintenance criteria and guidelines. Direct the completion of maintenance plans for all projects. Manage the identification of needs for framework contracts and submit for procurement. Manage and direct the use of contractors [Task or Batch Orders] in terms of framework contracts. Manage the maintenance call centre. Monitor effective functioning of the call centre. Direct the orientation of Users in terms of maintenance. Strategic management of the Directorate in terms of setting of the visionary and strategic direction, participating in strategic planning, evaluate performance against agreed performance indicators, monitor and report progress and ensure compliance to service delivery imperative and legal prescripts. Align Directorate core business and strategic objectives to that of the Department. Provide clarity to professionals and support staff to understand their roles and responsibilities. Effective and efficient resources management. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees. ADV Malakoane Tel No: (051) 404 8203/8576

## **ENQUIRIES**

## OTHER POSTS

<b><u>POST 39/48</u></b>	:	<b><u>CHIEF CIVIL ENGINEER: PHYSICAL RESOURCE PLANNING AND PROPERTY MANAGEMENT DIRECTORATE: INFRASTRUCTURE PLANNING SUB DIRECTORATE: REF NO: PS3/2024/02</u></b>
<b><u>SALARY</u></b>	:	Grade A: R1 200 426 - R1 371 489 per annum, (all-inclusive annual salary package), (OSD) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein: Head Office
	:	A university degree in Engineering or equivalent qualification as recognised by SAQA. (NQF Level 7). Be registered with Engineering Council of South Africa (ECSA) as a professional Civil/Structural Engineer, Valid drivers license and a minimum of 6 years experience post qualification. Recommendations: Computer Literacy and an Executive course in Infrastructure Delivery Management will be an added advantage.
<b><u>DUTIES</u></b>	:	Be able to provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Education Facilities Guidelines and National Basic Education. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practise. Monitor that planning and design completed through insourced engineering service is done according to sound engineering principles and according to norms and standards and code of practise. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain civil/structural engineering norms & standards. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Prepare technical specifications. Apply civil/structural design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Determine civil/structural engineering performance based standards. Develop civil/structural engineering standard data sheets and drawings. Provide civil/structural engineering inputs to Project Execution Plan v 1. Provide civil/structural engineering inputs Plans v 2 – 7 to the Directorate Infrastructure Delivery Management. Determine requirements for built environment document management system from a Civil/Structural Engineering perspective. Determine civil/structural proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Coordinate the drafting of the User Asset Management Plan through inputs from all the professionals. Complete the Technical Condition Assessments of projects planned and implemented in the MTEF from an engineering perspective. Finalise and update the U-AMP on a continuous basis. Validate from an engineering perspective adherence to environmental and OHS requirements in terms of all infrastructure plans. Validate from an engineering perspective district plans on disaster management. Provide inputs to infrastructure assessments. Provide engineering inputs to maintenance projects. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment.
<b><u>ENQUIRIES</u></b>	:	Mr Botsane Tel No: (051) 404 9292
<b><u>POST 39/49</u></b>	:	<b><u>CHIEF ARCHITECT: INFRASTRUCTURE DELIVERY MANAGEMENT DIRECTORATE: INFRASTRUCTURE PROGRAMMES/PROJECTS AND MAINTANANCE REF NO: PS3/2024/03</u></b>
<b><u>SALARY</u></b>	:	Grade A: R1 042 170 – R1 185 693 per annum, (all-inclusive annual salary package), (OSD) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein: Head Office
	:	A University degree in Architecture and/or equivalent qualification as recognised by SAQA. (NQF Level 7). Registered as a Professional Architect with the South African Council for Architectural Profession (SACAP), Valid driver's license, a minimum of 6 years' experience post qualification. Recommendations: Computer literacy and a Certificate in Infrastructure Delivery Management System will be an added advantage.
<b><u>DUITES</u></b>	:	Be able to prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management (SCM) Committees in Public Works and/or relevant SCM Committees of Alternative IAs and

Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an implementing agent [IA]. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resource Planning. Develop and Approve Project Stage reports & designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. Manage the updating of projects/programmes documentation and information and submit all built environment documentation to Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Assess departmental projects that qualify for departmental funding assessed. Manage day-to-day, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Monitor Section 21 allocations for maintenance. Coordinate and participate in project commissioning, including sites visits. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Conditions Assessments on completion of projects. Manage and participate in Post Projects and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resource Planning on functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practice, standardise processes and procedures, software applications and tools. Monitor and study the education sector, legal frameworks, standards changes and policy framework. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Monitor expenditure on infrastructure projects within budgets.

**ENQUIRIES**

: Mr Botsane Tel No: (051) 404 9292

**POST 39/50**

: **CHIEF ENGINEER: INFRASTRUCTURE DELIVERY MANAGEMENT DIRECTORATE: INFRASTRUCTURE PROGRAMMES/PROJECTS AND MAINTENANCE SUB DIRECTORATE: REF NO: PS3/2024/04**

**SALARY**

: Grade A: R1 200 426 – R1 371 489 per annum, (all-inclusive annual salary package), (OSD) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.

**CENTRE REQUIREMENTS**

: Bloemfontein: Head Office  
: A university degree in Engineering or equivalent qualification as recognised by SAQA. (NQF Level 7). Be registered with Engineering Council of South Africa (ECSA) as a professional Civil/Structural Engineer, ECSA as a professional Civil/Structural Engineer, Valid drivers license, Computer literacy and a minimum of 6 years experience post qualification. Recommendations: Computer literacy and a Certificate in Infrastructure Delivery Management System will be an added advantage.

**DUITES**

: Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Education Facilities Guidelines and National Basic Education. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain civil/structural engineering norms & standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Compile briefing documentation and specifications from an engineering perspective. Prepare technical specifications. Apply civil/structural design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Determine civil/structural engineering performance based standards. Develop civil/structural engineering standard data sheets and drawings. Provide civil/structural engineering inputs to Project Execution Plan v 1. Provide civil/structural engineering inputs to Project Execution Plans v 2 – 7 to the Directorate Infrastructure Delivery Management. Determine requirements for built environment document management system from a Civil/Structural Engineering perspective. Investigate civil/structural engineering installations, undertake design work and implement corrective measures, where necessary. Prepare reports on civil/structural engineering investigations. Determine civil/structural proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Preparation and on-going review of the User Asset Management Plan [U-AMP] from an



engineering perspective with inputs received from other professionals. Coordinate the drafting of the User Asset Management Plan through inputs from all the professionals. Complete the Technical Condition Assessments of projects planned and implemented in the MTEF from an engineering perspective. Obtain relevant information of professionals in terms of the preparation of the User Asset Management Plan. Finalise and update the U-AMP on a continuous basis. Environmental, OHS adherence in terms of planning and Maintenance. Validate from an engineering perspective adherence to environmental and OHS requirements in terms of all infrastructure plans. Validate from an engineering perspective district plans on disaster management. Validate District and Schools Evacuation plans from an engineering perspective. Provide inputs to infrastructure assessments. Provide inputs to life cycle costs. Develop maintenance programmes. Provide engineering inputs to maintenance projects. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. Effective and efficient resources management Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

#### **ENQUIRIES**

:

Mr Botsane Tel No: (051) 404 9292

#### **POST 39/51**

:

**DEPUTY DIRECTOR: FINANCE: PHYSICAL RESOURCE MANAGEMENT REF NO: PS3/2024/06**

#### **SALARY**

:

R849 702 – R1 000 908 per annum (Level 11), (all-inclusive annual salary package), of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.

#### **CENTRE REQUIREMENTS**

:

Bloemfontein: Head Office

:

B Comm Degree or Equivalent in Finance, Accounting, Economics or Commerce as recognised by SAQA. (NQF 7). Relevant Post -Graduate Qualification will be an advantage. Minimum of 3 - 5 years' experience in management and Valid Drivers license. Recommendations: Computer Literacy and a Certificate in Infrastructure Delivery Management System will be an added advantage. Understanding financial management as implemented in Government and within the context of infrastructure/construction budgeting and spending.

#### **DUTIES**

:

Be able to extract relevant infrastructure project data from BAS and other relevant system. Analyse financial data of infrastructure projects. Validate credibility of financial data with all Programme/Project Managers. Prepare all financial reports as required by National Departments and Provincial Treasury. Report any variances of infrastructure projects expenditure against budgets and cash flow projections. Implement roll-overs of infrastructure projects through providing inputs to the Finance Section. Direct financial commitments in line with approved budget, cash flow projections and the B5 Project list. Update B5 Project list and Budget [including budget adjustments] and direct that any changes are authorised by the Chief Director. Prepare reports to the Budget Section in terms of budget adjustment in formats as prescribed by the budget section. Manage infrastructure spending in line with cash flow projections to avoid under or overspending on infrastructure budgets. Liaise with the budget office and infrastructure office in Provincial Treasury to promote coordination and credibility of data/information. Monitor and report on deviations to the Finance Section and the Chief Director. Manage the issuing of Work orders after SCM processes. Manage the capturing of Infrastructure project invoices on LOGIS after signed off by the Chief Director. Manage payments. Implement financial journals for infrastructure projects/programme. Request for shifting of funds submitted to Budget office in line with the cash flow projections and payments of infrastructure projects and/or approved changes on B5 infrastructure project list. Direct personnel costs within approved budgets. Direct Operational budgets. Provide written inputs to the Finance Section in terms of operational budgets. Provide inputs to the Finance Section in terms of the budgets and Financial annual statements for infrastructure projects/programmes prepared in line with GRAP and within time frames for the PFMA. Manage movable assets being allocated to the Chief Directorate in line with the movable asset management policies and procedures of the Department. Implement Financial policies [Division of Revenue Act, PFMA, SCM, National and Provincial Treasury directives / prescripts, Finance instruction, Departmental financial policies]. Assist managers and staff in Chief Directorate to understand financial policies and directive. Assist with implementation of SCM. Provide inputs to annual audits and respond to all Auditor General queries and related Management Letters. Manage the keeping of all financial records and copies of the contracts while projects are implemented. Original contracts will be kept by

		the contract management section in SCM and/or by the implementing agent. Provide all financial documents requested by Auditor General and/or Finance Section.
<b><u>ENQUIRIES</u></b>	:	Mr Botsane Tel No: (051) 404 9292
<b><u>POST 39/52</u></b>	:	<b><u>GIS TECHNICIAN: PHYSICAL RESOURCE PLANNING AND PROPERTY MANAGEMENT</u></b> <b><u>DIRECTORATE: INFRASTRUCTURE PLANNING SUB DIRECTORATE: REF NO: PS3/2024/05</u></b>
<b><u>SALARY</u></b>	:	Grade A. R721 476 – R774 267 per annum, (all-inclusive annual salary package), (OSD), of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.
<b><u>CENTRE</u></b>	:	Bloemfontein: Head Office
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in GIS or equivalent qualification as recognised by SAQA. (NQF Level 6). Meeting the requirements by South African Geomatics Council (SAGC) to register as GIS Professional Technician. Valid drivers license, Minimum of 3 years experience post qualification. Recommendations: Computer Literacy and a Certificate in Infrastructure Delivery Management System will be an added advantage.
<b><u>DUTIES</u></b>	:	Perform technical GIS activities for infrastructure planning through utilisation of education information systems. Collect credible data from different sources. Capture data and update on a regular basis on required formats. Analyse data according to application requirements. Implement quality assurance. Contribute to the design of an appropriate spatial database for infrastructure planning in line with existing Education Information Systems. Document functional and user requirements. Identify gap analysis. Verify spatial data. Update information. Capture metadata records. Produce fully functional maps customised to requirements of users. Compile reports, GIS Equipment, software, data and products. Assist to validate GIS software. Test GIS equipment. Assist to validate GIS data and products. Assist to customise GIS software to meet needs of users. Assist to train end users. Participate in regular systems audits and implementation of GIS standards. Adhere to GIS standards in terms of maps and information. Provide updated information in terms of system audits. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.
<b><u>ENQUIRIES</u></b>	:	Mr Botsane Tel No: (051) 404 9292
<b><u>POST 39/53</u></b>	:	<b><u>ASSISTANT DIRECTOR: PHYSICAL RESOURCE PLANNING &amp; PROPERTY</u></b> <b><u>MANAGEMENT DIRECTORATE REF NO: PS3/2024/07</u></b>
<b><u>SALARY</u></b>	:	R444 036 – R532 602 per annum (Level 09), (A basic salary)
<b><u>CENTRE</u></b>	:	Bloemfontein: Head Office
<b><u>REQUIREMENTS</u></b>	:	An applicable 3-year diploma or equivalent qualification. Minimum of Three years' experience post qualification. Computer literacy and valid driver's license. Preference to candidates with relevant NQF Level 7 qualifications.
<b><u>DUTIES</u></b>	:	To collect updated information for immovable assets in line with the requirements stated on NEIMS survey forms and the requirement of the Provincial Asset Register managed by Public Works. Make inputs to the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Make inputs to the disposal of immovable assets [land and buildings] for Facilities in close with Public Works. Consult with Districts and schools to obtain their needs and inputs in terms of acquisitions and disposals. Undertake all deeds searches to validate ownership of land before planning for buildings are finalised. Update the register of sites allocated to Education for future infrastructure development. Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administrate Section 14 lease contracts. Administrate the payment of municipal accounts through the finance section. Identify excessive use of water and electricity. Make inputs to the preparation of guidelines on the use of utilities by Schools. Assist to train Districts on the guidelines for use of utilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Undertake planning for future human resource needs.
<b><u>ENQUIRIES</u></b>	:	Mr Lephoto Tel No: (051) 404 9286
<b><u>POST 39/54</u></b>	:	<b><u>ASSISTANT DIRECTOR FINANCE: INFRASTRUCTURE DELIVERY MANAGEMENT</u></b> <b><u>DIRECTORATE REF NO PS3/2024/08</u></b>
<b><u>SALARY</u></b>	:	R444 036 – R532 602 per annum. (Level 09), (A basic salary)
<b><u>CENTRE</u></b>	:	Bloemfontein: Head Office
<b><u>REQUIREMENTS</u></b>	:	An applicable 3-year Diploma or equivalent qualification in Finance, Economics, Accounting or Commerce. Minimum of 3 years' post qualification experience in supervising and Valid Drivers

		license. Preference to candidates with relevant NQF Level 7 qualifications. Recommendations: A certificate in infrastructure Delivery Management System will advantageous.
<b><u>DUTIES</u></b>	:	Extract relevant infrastructure project data from BAS and other relevant systems. Analyse financial data of infrastructure projects. Validate credibility of financial data with all Programme / Project Managers. Assist with the preparation of the financial and performance reports as required by National Departments and Provincial Treasury. Identify any variances of infrastructure projects expenditure against budgets and cash flow projections to the Deputy Director Finance. Make recommendations on roll-overs of infrastructure projects to the Deputy Director. Update and manage financial commitments in line with approved budgets and cash flow projections and the B5 Project list. Update B5 Project List and Budget [including budget adjustments]. Validate that the Service Providers database is updated correctly by the Finance section. Assist with the management of infrastructure spending in line with cash flow projections to ensure no under or overspending on infrastructure budgets. Validate that Finance section has updated BAS correctly in terms of projects, commitments, adjustments and spending against budgets. Validate that no duplicate payments as made in terms of projects with a Cession Agreement in terms of sub-contractors. Assist with construction procurement processes. Prepare the issuing of Work orders or Task orders after SCM processes have been completed. Assist with the capturing of invoices on LOGIS/BAS for payments after signed off by delegated officials. Assist with the control of personnel costs within approved budgets. Assist with the control of operational budgets. Make inputs to Deputy Director Finance in terms of the Budgets and Financial Annual Statements for Infrastructure projects/programmes prepared in line with GRAP and within time frames for the PFMA. Assist to manage adherence to financial policies. Update the CIDB register in terms of tender system and registration of projects. Update all financial files with the required financial documentation in compliance with Construction Procurement System requirements, Auditor General Requirements and related National/Provincial Treasury Instruction. Update the register of contracts while projects are implemented. Original contracts will be kept by the Contract Management Section in SCM and/or by the Implementing Agent. Provide all financial documents requested by Auditor General Finance Section.
<b><u>ENQUIRIES</u></b>	:	Dr Monyane Tel No: (051) 404 9292
<b><u>POST 39/55</u></b>	:	<b><u>CHIEF WORKS INSPECTOR: INFRASTRUCTURE PROGRAMMES SUB DIRECTORATE: INFRASTRUCTURE DELIVERY MANAGEMENT DIRECTORATE REF NO: PS3/2024/09</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 413 – R443 403 per annum (Level 08), (A basic salary) Lejweleputswa District Office
	:	An applicable 3-year diploma or equivalent qualification in Building or Mechanical or Electrical or N3 with passed trade test or National Diploma in Engineering. A valid driver's license and 3-year relevant experience. Preference to candidates with relevant NQF Level 7 qualifications. Recommendations: Computer literacy.
<b><u>DUTIES</u></b>	:	Make inputs to the design of the maintenance system. Provide information for the design and updating of the electronic maintenance management system. Develop training manuals on the maintenance system. Provide training to Districts on the maintenance management system. Direct the establishment of the call centre. Provide training to personnel in the call centre. Provide relevant data and information for updating NEIMS and Facility Management System. Prepare specifications. Develop a bill of quantities. Develop proposal on associated costs. Make recommendations on quotations. Inspect maintenance work on projects sites. Verify invoices and make recommendations for payments.
<b><u>ENQUIRIES</u></b>	:	Dr Monyane Tel No: (051) 404 9292
<b><u>POST 39/56</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER INFRASTRUCTURE PLANNING AND PROPERTY MANAGEMENT DIRECTORATE REF NO: PS3/2024/10</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 413 – R443 403 per annum, (Level 08), (A basic salary) Bloemfontein: Head Office
	:	An applicable 3 years diploma (NQF 6) in Business Management/Public Management/Office Management, Built Environment or equivalent qualification. Relevant 2 years' experience will be an added advantage. Computer literacy and valid driver's license. Preference to candidates with relevant NQF Level 7 qualifications. Recommendation: Preference will be given to candidates with a degree qualification. Good verbal and written communication skills, as well as administrative, organizational, and general office management skills. Good interpersonal relations and ability to interact with stakeholders on various levels. Computer literacy. Relevant experience will be an added advantage.
<b><u>DUTIES</u></b>	:	Assisting with the rendering of records management services to the district. Assist with provision of switchboard services to the district. Assist with Co-ordinating EMIS statistics. Assist with the provision of hardware & software support. Assist with provision of security services. Assisting with of cleaning services. Assists with co-ordination of all infrastructure needs and repairs. Recommendation: Preference will be given to candidates with a degree qualification. Good verbal and written communication skills, as well as administrative, organizational, and general office management skills. Good interpersonal relations and ability to interact with stakeholders on various levels. Computer literacy. Relevant experience will be an added advantage.

<b><u>ENQUIRIES</u></b>	:	Mr Lephoto Tel No: (051) 404 9286
<b><u>POST 39/57</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: INFRASTRUCTURE PROGRAMMES PROJECT MAINTENANCE SUB DIRECTORATE: INFRASTRUCTURE DELIVERY MANAGEMENT DIRECTORATE REF NO: PS3/2024/11</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 – R362 994 per annum, (Level 07), (A basic annual salary) Bloemfontein: Head Office
	:	An applicable 3-year Diploma or equivalent qualification (NQF 6) in Business Management, Public Management or Built Environment. A valid Driver's license. Preference to candidates with relevant NQF Level 7 qualifications. Recommendations: Computer literacy and a Relevant experience will be an added advantage.
<b><u>DUTIES</u></b>	:	To assist with the collecting and updating of information for immovable assets in line with the requirements stated on NEIMS survey forms and the requirement of the Provincial Asset Register managed by Public Works. To assist with the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. To assist with the disposal of immovable assets [land and buildings] for Facilities in close with Public Works. Assist Consultation with Districts and schools to obtain their needs and inputs in terms of acquisitions and disposals. Undertake all deeds searches to validate ownership of land before planning for buildings are finalised. Update the register of sites allocated to Education for future infrastructure development. Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administrate Section 14 lease contracts. Administrate the payment of municipal accounts through the finance section. Identify excessive use of water and electricity. Make inputs to the preparation of guidelines on the use of utilities by Schools. Assist to train Districts on the guidelines for use of utilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Undertake planning for future human resource needs.
<b><u>ENQUIRIES</u></b>	:	Dr Monyane Tel No: (051) 404 9292
<b><u>POST 39/58</u></b>	:	<b><u>ADMINISTRATION CLERK: INFRASTRUCTURE PROGRAMMES PROJECT MAINTENANCE SUB DIRECTORATE: INFRASTRUCTURE DELIVERY MANAGEMENT DIRECTORATE REF NO: PS3/2024/12</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R216 417 – R254 928 per annum (Level 05), (A basic salary) Bloemfontein: Head Office
	:	Gr. 12 Certificate Recommendations: Preference will be given to candidates with technical qualifications related to infrastructure. Knowledge of Computer (Excel and Word) will be essential. Post-Matric Qualifications will be an added advantage.
<b><u>DUTIES</u></b>	:	Assist with general office administration in the office of Infrastructure Programmes. Handling files, typing and keeping records up to date, handling telephone enquiries and any other admin official duties as may be assigned.
<b><u>ENQUIRIES</u></b>	:	Dr Monyane Tel No: (051) 404 9292

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

**OTHER POSTS**

<b><u>POST 39/59</u></b>	:	<b><u>OPERATIONAL MANAGER SPECIALTY REF NO: REFS/021878</u></b> Directorate: Nursing Department
<b><u>SALARY</u></b>	:	R656 964 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Charlotte Maxeke Johannesburg Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent. Basic R425 qualification (diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification, with a duration of at least 1 year, accredited with SANC in Orthopaedic Nursing or Trauma and Emergency Nursing and Nursing Administration qualification registered with SANC. Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience in Orthopaedic Nursing or Trauma and Emergency Nursing after obtaining the 1-year post-basic nursing qualification. Computer literacy will be added advantage.
<b><u>DUTIES</u></b>	:	To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To demonstrate effective communication with patient, relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team and optimal theatre utilisation at night. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department.
<b><u>ENQUIRIES</u></b>	:	Mr. GNB Moeng Tel No: (011) 488 3424 Ms M.Maseko Tel No: (011) 488 4732
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted strictly on a (PDF Format only) to the following E-Recruitment portal: <a href="http://professionaljobcenter.gpg.gov.za">http://professionaljobcenter.gpg.gov.za</a> Please use the reference as the subject. Alternatively submit at: Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 08.
<b><u>NOTE</u></b>	:	The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. The electronic Z83 on the GPG website must be fully completed. On the Z83 the Department where position was advertised, it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with

disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply.

<b><u>CLOSING DATE</u></b>	:	08 November 024
<b><u>POST 39/60</u></b>	:	<b><u>ASSISTANT DIRECTOR SPEECH THERAPY AND AUDIOLOGY REF NO: REFS/021879</u></b> Directorate: Speech Therapy and Audiology (Re-advertisement)
<b><u>SALARY</u></b>	:	R605 550 per annum, (plus benefits). Please note that salary will be adjusted according to years of experience as per OSD policy.
<b><u>CENTRE</u></b>	:	Charlotte Maxeke Johannesburg Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with HPCSA in Speech Therapy, Audiology, or Speech Therapy and Audiology. Registration with HPCSA in Speech Therapy, Audiology, or Speech Therapy and Audiology. A minimum of 3 years' appropriate experience after registration with the HPCSA in Speech Therapy, Audiology, or Speech Therapy and Audiology of which 5 years must be appropriate experience in Management. The following will be an added advantage: Understanding of the relevant Acts prescripts and legislation. Relevant experience in Human Resources and financial management. Demonstrate the ability to use Health information for planning and development in line with the vision and mission of the department of health as well as the institution. The applicant must possess the ability to work under pressure, be able to lead a team to collaborate with other hospitals when needed to do so. Relevant experience in research and data analysis, a minimum of 10 years in a chief post working in an academic institution, 5 years of which should be as chief managing either the speech therapy unit (adult or paediatrics) and/or the audiology unit (adult or paediatric).
<b><u>DUTIES</u></b>	:	To ensure the Provision and an Efficient and Effective Service to the patient in order to achieve better health outcomes. To support the provincial initiative and projects as and when called to do so. To organize, coordinate and supervise the provision of general and specialized speech therapy and audiological service. To service and carry out/monitor student's clinical training according to the vision and mission statement of the Department of Health. To solve complex management and technical problems skillfully in the interest of efficient service provision. To authorize and control all projects relating to the improvement of service delivery in his/her area of operation, especially the issuance of appropriate assistive devices to our clients for improved quality of life. To promote harmonious teamwork among various categories of staff within the unit/department as well as the institution. To ensure good ethical practice for staff, patient and the community at large. Human Resources Management: To ensure the service provision and human resources training are in keeping with National, Provincial and Institutional policies. To ensure that students' training complies with required competencies and outcomes. To promote and facilitate staff development programmes for capacity building and career paths. To promote counselling and guidance when required and to adhere to a code of patient confidentiality. To ensure that the right caliber of personnel is recruited and that appointments conform to Employment Equity requirements and put in place mechanisms to recruit and retain staff. Financial Management: To ensure the practice of good quality financial management using the Public Financial Management Act (1999) to maximize service delivery through the efficient use of limited resources. To provide inputs in the decision-making and recommendations about procurement of equipment and consumables. To monitor expenditure and implement innovative methods using available financial and human resources to meet the goal. To be responsible for the safekeeping and use of state/institutional assets in the department. Operations and Strategic Management: To apply leadership and strategic management skills when planning, coordinating and implementing protocols/guidelines/standard operating procedures to streamline speech therapy and audiological services in accordance to prescribed referral patterns. To identify, evaluate and address risks on a continuous basis before such risks can impact negatively on the department's service delivery. To take calculated risks in a manner that does not jeopardize the direct interest of stakeholders. To anticipate and respond to changes in the business environment and make informed decisions under conditions of uncertainty. Be eager to participate and make inputs at institutional and provincial management meetings.
<b><u>ENQUIRIES</u></b>	:	Dr S Mabunda Tel No: (011) 488 4959 Ms M Maseko Tel No: (011) 488 3711
<b><u>APPLICATIONS</u></b>	:	Applications should be submitted on a (PDF Format only) to the following E-Recruitment portal: <a href="http://professionaljobcenter.gpg.gov.za">http://professionaljobcenter.gpg.gov.za</a> . please use the reference as the subject or alternatively submit at Charlotte Maxeke Johannesburg Academic Hospital, No 17 Jubilee Road, Parktown, 2193, Admin Building, Room 10/02.
<b><u>NOTE</u></b>	:	The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. The electronic Z83 on the GPG website must be fully completed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information

on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males and Coloured Females, Indian Males and Indian Females, encouraged to apply.

**CLOSING DATE** : 08 November 2024

#### **OFFICE OF THE PREMIER**

***It is the department's intention to promote equity by achieving all numeric targets as contained in the Department's Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, females and males of all races are encouraged to apply.***

**APPLICATIONS** : Qualifying applicants should submit their applications online on the GPG Professional Job Centre website, ([www.gautengonline.gov.za](http://www.gautengonline.gov.za)) and on [Recruitment.Premier@gauteng.gov.za](mailto:Recruitment.Premier@gauteng.gov.za)

**CLOSING DATE** : 15 November 2024

**NOTE** : The completed signed new Z83 must be accompanied by a detailed Curriculum Vitae (CV) ONLY and at least three (3) contactable referees quoting the relevant reference number. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only and will be required to submit their certified copies of qualifications and ID 2 days before the interviews. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Gauteng Office of the Premier (OoP) reserves the right to cancel the filling / not fill a vacancy that was advertised during any stage of the recruitment process. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to conclude an annual performance agreement within three (3) months upon commencement of duty. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. NB. Requirement for all SMS posts is the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, offered by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> Prospective candidates will not be employed without this certificate.

#### **MANAGEMENT ECHELON**

**POST 39/61** : **CHIEF DIRECTOR: STRATEGIC MANAGEMENT REF NO: REFS/021772**  
Branch: Corporate Management

**SALARY** : R1 436 022 – R1 691 559 per annum, (all-inclusive remuneration package)  
**CENTRE** : Johannesburg

**REQUIREMENTS** : An undergraduate NQF level 7 Bachelor's degree in Public Administration or related field. A post graduate qualification in Strategy, Monitoring and Evaluation or equivalent will be an added advantage. A minimum of 5 years' experience at the Senior Management level in the public-sector environment. A good understanding of government priorities. Extensive experience in strategic planning, information management and monitoring. Strong strategic, leadership, people and general management skill and proven experience. Competencies: Demonstrable advanced strategic planning and organizing skills; analytical, conceptual, and writing skills; strong leadership, people management, conflict resolution and interpersonal skills; good programme and project management; stakeholder management; communication, public speaking and presentation skills; good financial, human resource management and other management skills. Customer management, Problem solving, Analytical, Good Communication

**DUTIES**

and Policy analysis. Ability to work under pressure, in a team and independently as well as cope with a high workload discipline. S/he must be assertive, innovative and creative.

: The incumbent will be responsible for the development, implementation and monitoring of the Office of the Premier's strategic planning framework; including the following: Five-year strategic plan, and three-year annual performance plan. Provide strategic and operational support and advice to the Director-General and the Premier. Ensuring uniformity in terms of operational and business planning frameworks in the Office of the Premier. Development and coordination of a service delivery improvement plan for the Office of the Premier. Monitoring, evaluation and reporting of progress made against the implementation of the service delivery improvement plan. Reviewing and updating the service delivery improvement plan on an annual basis. Develop, implement and oversee the monitoring and evaluation systems for the Office of the Premier (linked to the broader GPG Monitoring and Evaluation Systems). Monitor and evaluate reports on key strategic areas of the department (including strategic information coordination). Interpret and analysis reports, coordinate and compile reports to relevant stakeholders, e.g. Legislature, OCPOL, SCOPA, MTEC, Audit Committee, EMT and BMT. Establishment, implementation, management and evaluation of an organisational performance management systems for the Office of the Premier. Develop and implement the systems for ensuring continuous improvement of organisational performance. Identify and prioritise changes required to the knowledge management systems. Formulate policies and procedures. Management of the Financial and Human resources of the Chief Directorate.

**ENQUIRES**

: Ms Sylvia Mtshali Tel No: (011) 355 6280

**POST 39/62**

: **CHIEF DIRECTOR: INTEGRITY MANAGEMENT REF NO: REFS/021773**

Branch: Institutional Development Support & Integrity Management

**SALARY**

: R1 436 022 – R1 691 559 per annum, (all-inclusive remuneration package)

**CENTRE**

: Johannesburg

**REQUIREMENTS**

: An appropriate undergraduate NQF level 7 qualification in the field Public Administration, Social Science, Auditing, Accounting, Anti-Corruption or Ethics Management or a related field. Certified Fraud Examiners (CFE) qualification and / relevant post graduate qualification will be an added advantage. 5 years' experience in the Senior Management position with proven managerial skills of which 3 years should have been in the public sector environment. Must have in-depth knowledge and understanding of Ethics Management. Management GPG policies and programmes and existing legislation and policy frameworks informing the scope of work. Competencies: Demonstrable advanced strategic planning and organizing skills; analytical, conceptual, and writing skills; strong leadership, people management, conflict resolution and interpersonal skills; good programme and project management; stakeholder management; communication, public speaking and presentation skills; good financial, human resource management and other management skills. Customer management, Problem solving, Analytical, Good Communication and Policy analysis. Ability to work under pressure, in a team and independently as well as cope with a high workload discipline. S/he must be assertive, innovative and creative.

**DUTIES**

: Develop Provincial Integrity Management Framework. and Anticorruption Policy for the Gauteng City Region (GCR). Ensure the development of vetting strategy and transversal security management policies. Develop monitoring mechanisms for managing the implementation of the integrity. Co-ordinate and provide oversight of the GCR wide integrity management. Manage stakeholder and Anti-corruption communication. Develop monitoring mechanisms for the implementation of the integrity management policies for the province. Drive Provincial Anti-Corruption Forums to ensure proper implementation of Anti-corruption summit resolutions. Conduct audits and verification of financial disclosures to ensure that public officials do not conduct business with the government. Management of cases received from the National Anti-Corruption hotline. Build a culture of integrity and ethical behaviour. Uphold high ethical standards and acting with transparency and accountability. Address and resolve ethical dilemmas and conflicts effectively. Manage the Financial and Human Resources of the Chief Directorate,

**ENQUIRES**

: Ms Sylvia Mtshali Tel No: (011) 355 6280

**POST 39/63**

: **DIRECTOR: ADMINISTRATIVE SUPPORT REF NO: REFS/021774**

Component: Office Of the Director General

**SALARY**

: R1 216 824 - R1 433 355 per annum, (all-inclusive remuneration package)

**CENTRE**

: Johannesburg

**REQUIREMENTS**

: An appropriate undergraduate qualification (NQF level 7) in Public Management, Public Administration or equivalent. A relevant post-graduate qualification will be an added advantage. 5 years relevant functional experience in the middle management position with proven managerial skills. Exceptional knowledge of the government policies, procedures, and prescripts. Ability to work in a highly pressured environment and long hours. Key Competencies: An energetic, motivated, and highly dynamic and experienced professional, relishes challenges and demonstrates in-depth and excellent strategic planning and thinking ability to facilitate operational and procedural planning. An individual with strong leadership, stakeholder management, advocacy, financial and people management as well as communications skills;



effective team builder; tactically astute in managing complex matters; pragmatic; hard working; approachable. A multi-tasker and project manager who co-ordinates resources effectively to achieve targets within stringent deadlines. An Individual with extensive experience and understanding of government priorities.

#### **DUTIES**

: The incumbent of the post provides strategic direction of administrative functions, which includes overseeing processes and resources that support the Director General's Office and the Office of the Premier. Streamlines operations by implementing best practices, improving workflows and enhance productivity to achieve a smooth day to day functioning of the Office of the Director General. Manage the day- to-day operations and provide executive just-in-time support to the Office of the Director General. Oversee the implementation of and monitor executive decisions in the Office. Manage implementation of delegations in the Office of the Premier. Manage the Director-General's meetings. Effectively manage the staff and resources of the Office of the Director-General and provide a high level of support to the most Senior Management Echelon in the Gauteng Province. Manage all necessary logistical arrangements and document preparation for Director-General's meetings, functions, travel and appointments. Ensure, oversee, assess and advise on information flow to and from the Office of the Director-General. Quality assures and edits all incoming and outgoing documentation. Manage and monitor budgets and expenditure. Ensure timeous communication and reports provided to relevant stakeholders. Project a positive image of the Office of the Director-General to all stakeholders.

#### **ENQUIRES**

: Ms Sylvia Mtshali Tel No: (011) 355 6280

#### **PROVINCIAL TREASURY**

***It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.***



#### **APPLICATIONS**

: Applications must be submitted on a duly New signed Z83 form, comprehensive CV, only shortlisted candidates will submit certified documents. Applications should be submitted online at: [Jobs.gpt@gauteng.gov.za](mailto:Jobs.gpt@gauteng.gov.za) or <http://professionaljobcentre.gpg.gov.za> site or <https://jobs.gauteng.gov.za/>. Z83 and updated CV must be attached. To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za)

#### **CLOSING DATE**

: 11 November 2024 at 00:00 midnight

#### **NOTE**

: Applications must be submitted on new z83 form, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The Completed and signed form should be accompanied by a recently updated CV only specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification, and employment verification). Confirmation of final appointment will be subject to a positive security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo two (2) technical tests (technical exercise that intends to test the relevant technical elements of the job and the other Integrity (ethical) Conduct Assessment). Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021.

#### **OTHER POSTS**

#### **POST 39/64**

: **ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: REFS/021854**  
Directorate: Office of the MEC

#### **SALARY**

: R849 702 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

#### **CENTRE REQUIREMENTS**

: Johannesburg  
: An appropriate Degree or equivalent qualification at NQF level 6. 3 years' experience below Middle management (Assistant Director)/ Middle management level. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Proven

		management competencies. Working knowledge of the political and parliamentary processes in South Africa. Computer literacy.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible to Co-ordinate all reporting and documentation that supports the collection and review of events in the portfolio and produce all reporting requirements identified by the Stakeholders, Executive Sponsors, and Executive Management and Manage the administrative activities within the office. Produce reports used to drive project status and portfolio review meetings and manage the administrative activities within the office of the executive authority. Collect project information, applying tools, and coordinating the day-to-day steps of the portfolio management process and liaise with internal and external role-players with regard to matters relating to the portfolio of the executive authority. Facilitate events/program/portfolio review of key projects/programs and Render a Cabinet/executive council support service to the executive authority. Work with project and program managers on compliance, templates and best practices and implements and maintains the necessary controls and procedures to cost-effectively protect information systems assets from intentional or inadvertent modification, disclosure, or destruction. Provide protocols services to the Executive Authority (EA). Supervise employees.
<b><u>ENQUIRIES</u></b>	:	Mr. Tebogo Thobejane e-mail: <a href="mailto:tebogo.thobejane@gauteng.gov.za">tebogo.thobejane@gauteng.gov.za</a>
<b><u>POST 39/65</u></b>	:	<b><u>DEPUTY DIRECTOR: PROVINCIAL INFRASTRUCTURE MANAGEMENT REF NO: REF/021818</u></b> Directorate: Sustainable Fiscal Resource Management
<b><u>SALARY</u></b>	:	R849 702 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF level7) as recognised by SAQA in Built Environment Quality Surveying or Engineering or Construction Project Management. 3-5 years' experience at Junior Management level (ASD) in Monitoring of Infrastructure project/ programmes post qualification.
<b><u>DUTIES</u></b>	:	To implement the Provincial Treasury infrastructure provincial mandate to improve infrastructure planning, budget, delivery, monitoring and reporting in terms of the allocated Provincial Departments. Infrastructure capacity building to provide financial and economic inputs to prepare and update the framework for Provincial infrastructure delivery management system. Infrastructure oversight to assess DoRA Human resources reports before submission to National Treasury. Develop Treasury Instruction, circulars, process maps, standard operating procedures, and codes of Practices infrastructure. Infrastructure Portfolio Management to assess the affordability of infrastructure implications in the services plans, strategy plans and annual performance plans. Infrastructure Programme and Project Management to monitor financial aspect in terms of the implementation of Agency and services delivery agreement. Operation and maintenance to validate plans and budgets for conditional assessments and make recommendations.
<b><u>ENQUIRIES</u></b>	:	Ms. Baleseng Sedibe -email: <a href="mailto:baleseng.sedibe@gauteng.gov.za">baleseng.sedibe@gauteng.gov.za</a>
<b><u>POST 39/66</u></b>	:	<b><u>DEPUTY DIRECTOR: MUNICIPAL ACCOUNTING AND REPORTING REF NO: REFS/021834</u></b> Directorate: Municipal Finance Management
<b><u>SALARY</u></b>	:	R849 702 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Auditing / Internal Auditing / Cost Management or Cost Accounting with Auditing as a major. 3-5 years' experience at junior Management level (ASD), experience in the Auditing or Accounting environment. At least 3 years working experience in Local Government or Provincial Treasury MFMA unit in a similar role. 5 years working experience in Auditing or Internal Auditing. Knowledge and understanding of the Public Service Act and Regulations. knowledge of PFMA, knowledge of MFMA, knowledge of National and GPG Treasury Regulations, Knowledge of GPG delegation of authority requirements and policies and procedures.
<b><u>DUTIES</u></b>	:	Monitor, enforce and report on the effective implementation of the MFMA, Treasury regulations and standards to ensure compliance. Develop provincial norms and standards. Develop the assessment tool. Quality review of the assessment reports. Manage the completion and issuing of the assessment report. Review and monitor the implementation of the recommendations. Ensure the effectiveness of the implementation of the action plans. Coordinate the effective implementation of combined assurance. Facilitate and monitor the establishment of Audit Committees within the municipalities. Coordinate and oversee the establishment of Audit Committees. Assess and monitor the effectiveness of Audit Committees. Provides support and capacity building to Municipalities. Facilitate capacity building initiatives. Facilitate Internal Audit and Audit Committee Forums. Provide inputs into the development and review of Internal Audit and Audit Committee Framework. Facilitate Internal readiness reviews, Audit activities at municipal in preparation for external quality assurance review. Facilitate implementation of external quality assurance review. Manage the component. Perform strategic and operational

planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions.

<b><u>ENQUIRIES</u></b>	:	Mr. Tebogo Thobejane e-mail: <a href="mailto:tebogo.thobejane@gauteng.gov.za">tebogo.thobejane@gauteng.gov.za</a>
<b><u>POST 39/67</u></b>	:	<b><u>DEPUTY DIRECTOR: BUSINESS INTELLIGENCE REF NO: REFS/021823</u></b> Directorate: Financial Governance
<b><u>SALARY</u></b>	:	R849 702 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Computer Science/ Information Technology/ Informatics/ Financial Information Systems/ Finance or Statistics. 3 – 5 years' experience at Junior Management level in database design, data analysis and the normalization and optimization of data structures. 3 – 5 years' experience in SQL ability to write custom queries, views and triggers and building tools for online analytical process (OLAP cubes). Knowledge and understanding of Public Service Act and regulations. Knowledge of accounting principles, practices and concepts. Knowledge of National and GPG Treasury Regulations. Knowledge of GPG delegation of authority requirements, policies and procedures. Knowledge of GPG financial and administration processes, policies and procedures.
<b><u>DUTIES</u></b>	:	Manage and provide technical and business application advise in the provision of financial systems to all Gauteng Provincial Department. Translate business requirements into specifications that will be used to drive data store/data warehouse/ data mart design and configuration. Translate developed Business Intelligent systems to the Operations Support team. Provide support as required to ensure the availability and performance of enterprise data and BI environments for both external and internal users. Ensure proper configuration management and change controls are implemented for your sphere of influence. Design and implement technology best practices, guidelines and repeatable processes.
<b><u>ENQUIRIES</u></b>	:	Mr. Teneko Bangelo e-mail: <a href="mailto:teneko.bangelo@gauteng.gov.za">teneko.bangelo@gauteng.gov.za</a>
<b><u>POST 39/68</u></b>	:	<b><u>DEPUTY DIRECTOR: PUBLIC ENTITIES REF NO: REFS/021790</u></b> Directorate: Financial Governance
<b><u>SALARY</u></b>	:	R849 702 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg A three-year tertiary qualification (NQF level 7) as recognized by SAQA in Finance/ Risk Management/ Compliance or and Auditing. A postgraduate diploma in Compliance will be an added advantage. 3-5 years' experience at Junior Management level in the public sector in areas of Finance or Risk and or Auditing. Understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Basic Conditions of Employment Act, ISO Standards, and other relevant legislations. Proficient in clear communication, creative problem-solving, effective organizing, planning, and strong analytical skills.
<b><u>DUTIES</u></b>	:	Monitor, evaluate and report compliance with the provision of the PFMA, Treasury Regulations, and other related policy frameworks within Gauteng Provincial Government entities (GPG). Provide direction and guidance on the development of a compliance universe and categorization of acts within GPG entities. Provide oversight and support for GPG entities in the review and finalisation of Compliance Risk Management Plans (CRMP). Provide supervision and guidance in overseeing and monitoring the implementation of compliance risk management action plans and AGSA audit recommendations on compliance findings for GPG entities. Coordinate requests related to the PFMA by conducting a thorough review, engaging with client entities, and preparing formal response letters. Facilitate the establishment and listing process of GPG entities and the de-establishment of entities. Monitor the implementation of the banking framework for GPG entities operating in the provincial sphere. Monitor and facilitate the implementation of governance frameworks for public entities operating at the provincial level. Provide training sessions and facilitate engaging discussions covering legislative requirements and strategies for mitigating compliance risks. Manage officials in the unit to ensure timely delivery of operational plan activities according to predefined schedules.
<b><u>ENQUIRIES</u></b>	:	Ms. Linda Ninzi – email: <a href="mailto:liinda.ninzi@gauteng.gov.za">liinda.ninzi@gauteng.gov.za</a>
<b><u>POST 39/69</u></b>	:	<b><u>DEPUTY DIRECTOR: DEMAND AND CONTRACT MANAGEMENT (SCM) REF NO: REFS/021792</u></b> Directorate: Office of the CFO
<b><u>SALARY</u></b>	:	R849 702 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Johannesburg A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Supply Chain Management /Commerce/ BTech in Logistics. 3-5 years' experience in the Demand and Contract Management environment at an Assistant Director level.

<b><u>DUTIES</u></b>	:	Manage the functional operation of the Sub Directorate: Demand and Contract Management in SCM. To provide an integrated demand, acquisition and contract management service of key commodities of the department through development, implementation and maintenance of a transformative approach to sourcing. End-to-end management of the sourcing process, supplier relationship and performance management. Internal stakeholder management and delivery of optimal commercial benefits to the Department. Managing and delivering multiple procurement projects in a commercial environment. Understanding of local industry, incl. cost drivers, supply and demand, innovations, vendor landscape, etc. Leading a team of procurement specialists to deliver the organisation's long-term procurement strategy. Developing and implementing policies and tools to facilitate service delivery and compliance with the SCM legislative framework.
<b><u>ENQUIRIES</u></b>	:	Ms. Linda Ninzi e-mail: <a href="mailto:linda.ninzi@gauteng.gov.za">linda.ninzi@gauteng.gov.za</a>
<b><u>POST 39/70</u></b>	:	<b><u>DEPUTY DIRECTOR: ACCOUNTING COMPLIANCE REF NO: REFS/021788</u></b> Directorate: Financial Governance
<b><u>SALARY</u></b>	:	R849 702 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Accounting/Financial management. 3-5 years' experience at Junior Management level (ASD) in accounting environment. Knowledge and understanding of the PFMA and Treasury. Proven knowledge of Public Finance Management Act and Treasury Regulations. Practical knowledge and understanding of the relevant reporting requirements. Practical knowledge and understanding of BAS and SAP. Advanced computer literacy including MS Office. Financial Reporting skills, Leadership skills, Change management skills and Project management.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for monitoring the reconciliation of Financial Assets and Liabilities accounting activities and functions up to the Trail Balance of GPG Departments and Trading Entities. Ensure the successful closure of accounting months and financial years in compliance with National Treasury prescripts for the GPG Departments and Trading Entities. Ensure the successful Audit closure for the GPG Departments and Trading Entities financial year after the audited financial statement in line with AGSA approvals after the receipt of final audit reports. Ensure accurate capturing of journals, with appropriate supporting documentation, as per the Standard Chart of Accounts classification. Analysis of monthly expenditure in line with the approved allocated budget to manage misallocations and early detection of possible unauthorised expenditure for GPG departments and trading entities. Review of the Interim and Annual Financial Statements in line with the appropriated budget and expenditure of GPG departments in accordance with the applicable accounting standards for the GPG Departments as prescribed by National Treasury (Modified Cash Standards). Maintain strong customer relationship with GPG Departments and Trading Entities. Consolidate and analyse Management Reports. Identify and ensure that proper internal controls are in place and that risk assessments are done on a regular basis. Manage and develop the team and utilisation of resources.
<b><u>ENQUIRIES</u></b>	:	Ms. Linda Ninzi e-mail: <a href="mailto:linda.ninzi@gauteng.gov.za">linda.ninzi@gauteng.gov.za</a>
<b><u>POST 39/71</u></b>	:	<b><u>DEPUTY DIRECTOR: STRATEGIC SOURCING REF NO: REFS021/821</u></b> Directorate: Provincial Supply Chain Management
<b><u>SALARY</u></b>	:	R849 702 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A tertiary qualification Degree (NQF level 7) as recognised by SAQA in Supply Chain Management / Purchasing/ Logistics/ Procurement. 3-5 years' experience in the sourcing of goods and services in a Junior Management position (ASD Level).
<b><u>DUTIES</u></b>	:	To manage Transversal Sourcing services to the Gauteng Provincial Government. Increase BBBEE Preferential Procurement spend from 60% to 70; Adherence to Operational Budget by achieving 98% budget spend; Improve tender processes and reduce turnaround time (From 120 - 90 days); Manage contract to; client satisfaction and to increase customer satisfaction; Provide leadership and effectively manage unit personnel on these four areas of performance; Reports submitted timeously; To maximise cost saving and improve efficiencies; To fill in all the vacant post timeously.
<b><u>ENQUIRIES</u></b>	:	Mr. Teneko Bangelo- e-mail: <a href="mailto:teneko.bangelo@gauteng.gov.za">teneko.bangelo@gauteng.gov.za</a>
<b><u>POST 39/72</u></b>	:	<b><u>DEPUTY DIRECTOR: MACRO-ECONOMIC ANALYSIS REF NO: REFS/021860</u></b> Directorate: Sustainable Fiscal Resource Management
<b><u>SALARY</u></b>	:	R849 702 per annum, (all-inclusive package), consists of 70% or 75% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A post graduate qualification (NQF level 8) as recognized by SAQA in Finance /Economics. 3-5 years' experience at junior management level in Finance/ Economics.

<b><u>DUTIES</u></b>	:	To analyse monitor and evaluate economic parameters and socio- economic imperatives within the provincial context. Determine and analyse key economic variables, their interrelations and relevance for the budget through, determining potential and constraints for growth and development, their interaction within governmental spending and revenue patterns/trends. Shaping alternative budgeting and expenditure impact scenarios on selected key economic growth and development indicators. Perform period analysis, maintenance, and update of provincial socio-economic indicators in database. Conduct, coordinate, and publish relevant department publications and research outputs (SERO, Economic Bulletins and Economic Updates). Provide technical and strategic support in revenue modelling project Manage the components as per the requirement by the unit, including overseeing administrative support functions.
<b><u>ENQUIRIES</u></b>	:	Ms. Baleseng Sedibe – email: <a href="mailto:Baleseng.sedibe@gauteng.gov.za">Baleseng.sedibe@gauteng.gov.za</a>
<b><u>POST 39/73</u></b>	:	<b><u>ASSISTANT DIRECTOR: LOCAL GOVERNMENT REVENUE MANAGEMENT REF NO: REFS/021812</u></b> Directorate: Municipal Finance Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum, (plus benefits) Johannesburg A three-year tertiary qualification (NQF 7) as recognised by SAQA in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting/ Economics/ Public Management and Governance/ Local Government Finance/ Management with Accounting and or Auditing as majors. 3 – 5 years of working experience in Revenue Management, local government finance and related. At least 2 years working experience in local government or Provincial Treasuries in a similar role.
<b><u>DUTIES</u></b>	:	Assist with the management of the operations of the sub-directorate. Assist with the management of the Annual Performance Plan and Operational Plan of the Directorate. Monitor municipal revenue management implementation process by reviewing, advising and providing technical guidance on revenue related laws, policies and tariff setting. Monitor the development of the customer care policies, by-laws and strategies and provide recommendations. Monitor the implementation of the customer. Care management processes. Monitor revenue collection processes and reporting by ensuring that municipalities have established sound customer care management systems. Assist with the implementation of the credit control policies and provide recommendations. Collaborate with budget unit on revenue budget assessments in line with the guiding tools. This includes the tabled/adopted MTREF revenue budget; and the adjusted MTREF revenue budget. Monitor revenue management administrative matters and IGR engagements internally and externally. Attend/Participate Eskom and NERSA workshops/trainings electricity tariff structure. Participate and collaborate with CoGTA on all revenue related initiatives and matters. Assist with the management of collaboration with other MFMA directorates or Units with the Department as well as collaboration with other MFMA directorates or Units with the Department as well as with other key stakeholders like SALGA, COGTA and National Treasury.
<b><u>ENQUIRIES</u></b>	:	Ms. Baleseng Sedibe – email: <a href="mailto:baleseng.sedibe@gauteng.gov.za">baleseng.sedibe@gauteng.gov.za</a>
<b><u>POST 39/74</u></b>	:	<b><u>ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO: REFS/021829</u></b> Directorate: Sustainable Fiscal Resource Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum, (plus benefits) Johannesburg A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Financial Management/ Financial Accounting/ Management Accounting/ Economics. 3-5 years of experience at a functional level of budget management.
<b><u>DUTIES</u></b>	:	Budgeting: Manage the provincial strategic budget planning process. Provide advice, guidance and training on the provincial budget process, budget reforms and budget formats to provincial departments and entities. Provide technical assistant to provincial departments and entities when formulating budget proposals. Develop and consolidate the credible MTEF budget and adjustment budget for the province. Assess accuracy and compliance of provincial departments and entities budget (i.e budget databases, provincial budget publications) and provide advice to provincial departments. Provide guidance on the implementation of the applicable legislation including the PFMA, Treasury Regulations, Division of Revenue Act and Provincial Appropriation Acts. Reporting: provide advice, guidance training to provincial departments and entities during the compliance of in Year Monitoring Report and end of the year expenditure reports.
<b><u>ENQUIRIES</u></b>	:	Ms. Baleseng Sedibe – email: <a href="mailto:baleseng.sedibe@gauteng.gov.za">baleseng.sedibe@gauteng.gov.za</a>
<b><u>POST 39/75</u></b>	:	<b><u>ASSISTANT DIRECTOR: DATA MANAGEMENT REF NO: REFS/021825</u></b> Directorate: Sustainable Fiscal Resource Management
<b><u>SALARY CENTRE</u></b>	:	R444 036 per annum, (plus benefits) Johannesburg

<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Statistics/ Information Management / Econometrics / Finance. 3-5 years' experience in Statistics/Information Management/ Data Management.
<b><u>DUTIES</u></b>	:	To provide management services regarding financial performance monitoring in the province. To provide support regarding frameworks. Coordinate the In Year Monitoring, Medium Term Expenditure Framework (Departments and Public Entities). Conduct and Facilitate training in the line with budgeting, reporting frameworks and reforms. Provide technical support in developing, maintaining and implementation data model relating to monthly, quarterly reports on revenue, expenditure, and personnel.
<b><u>ENQUIRIES</u></b>	:	Ms. Baleseng Sedibe – email: <a href="mailto:baleseng.sedibe@gauteng.gov.za">baleseng.sedibe@gauteng.gov.za</a>
<b><u>POST 39/76</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL ASSET MANAGEMENT (REVENUE FUND MANAGEMENT) REF NO: REFS/021863</u></b> Directorate: Sustainable Fiscal Resource Management
<b><u>SALARY</u></b>	:	R444 036 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF Level 7) as recognised by SAQA in Financial Management/ Accounting. 3-5 years' experience in Financial Asset & Liability Management at an Administrator level.
<b><u>DUTIES</u></b>	:	To prepare Monthly and Quarterly IFS for the Provincial Revenue Fund in accordance with GRAP and the PFMA. Reconciliation of PRF Accounts and Accurate BAS journals to be captured daily. Process Own Revenue Pay over / Surrenders / Unspent Funds for Previous Financial Year. Produce Accurate monthly Trial Balance. Compile Interim and Annual Financial Statements Handle all administrative activities relating to Audit in the unit and maintain proper filing system.
<b><u>ENQUIRIES</u></b>	:	Ms. Baleseng Sedibe – email: <a href="mailto:baleseng.sedibe@gauteng.gov.za">baleseng.sedibe@gauteng.gov.za</a>
<b><u>POST 39/77</u></b>	:	<b><u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: REFS/021831</u></b> Directorate: Financial Governance
<b><u>SALARY</u></b>	:	R444 036 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Financial Accounting or Auditing. 3-5 years' experience in the Accounting or Auditing or Asset Management field. Knowledge and understanding of PFMA and corresponding Treasury Regulations and Asset Management Frameworks. Knowledge and understanding of GRAP, GAAP and or IFRIS, Advanced excel, (Vlookup functions, Pivot table) PowerPoint and word.
<b><u>DUTIES</u></b>	:	Responsible for implementing, co-ordinating and monitoring the Asset and Inventory Management Strategies and the initiatives in GPG Departments and Entities Provide continuous technical support on the implementation of the Asset and Inventory framework and guidelines within GPG Departments and Departments and Entities. Identify Asset management capacity gaps within GPG Departments and develop strategies to address capacity gaps. Ensure timely and accurate resolution of queries relating to asset and inventory management. Improve the asset management function within GPG Departments and Entities by proposing, implementing, and re-engineering asset and inventory management processes and policies. Monitor, evaluate and report on compliance with the asset management guidelines and framework. Review of the s40 reports and interim/ Annual Financial Statements of GPG departments and entities to ensure accurate and correct asset and inventory management information has been properly disclosed.
<b><u>ENQUIRIES</u></b>	:	Mr. Sihle Hlomuka – email: <a href="mailto:sihle.hlomuka@gauteng.gov.za">sihle.hlomuka@gauteng.gov.za</a>
<b><u>POST 39/78</u></b>	:	<b><u>ASSISTANT DIRECTOR: PFMA REF NO: REFS/021793</u></b> Directorate: Financial Governance
<b><u>SALARY</u></b>	:	R444 036 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification Degree (NQF level 7) as recognised by SAQA in Risk Management /Compliance/Auditing/or BCom Law. A Postgraduate Diploma in Compliance will be an added advantage. Appropriate 3-5 years' experience in the public sector in areas of Compliance Management or Risk Management and or Auditing at a functional level. Understanding of the Public Finance Management Act, Treasury Regulations, Public Service Act, Public Service Regulations, ISO Standards, and other relevant legislations. Proficiency in presentation and report writing skills, along with good communication abilities and the capability to research and analyse documents effectively.
<b><u>DUTIES</u></b>	:	Monitor, evaluate and report compliance with the provision of the Public Finance Management Act (PFMA) and Treasury Regulations within the Gauteng Provincial Government (GPG) Departments. Guide the development of a compliance universe and categorization of acts within GPG departments. Assist departments in developing and finalizing Compliance Risk Management Plans (CRMP). Assist with tracking and monitoring the implementation of compliance risk management action plans and the AGSA audit recommendations on

compliance findings for GPG Departments. Coordinate PFMA requests by reviewing them, liaising with the client department, and preparing formal response letters. Provide training to departments including preparing training presentations, and actively assist in conducting engaging sessions covering legislations and strategies for mitigating compliance risks. Ensure that operational plan activities within the unit are delivered according to stipulated timelines.

**ENQUIRIES** : Ms. Linda Ninzi - email: [linda.ninzi@gauteng.gov.za](mailto:linda.ninzi@gauteng.gov.za)

**POST 39/79** : **ASSISTANT DIRECTOR: PERFORMANCE AUDIT REF NO: REFS/021828**  
Directorate: Gauteng Audit Services

**SALARY** : R444 036 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Internal Auditing/ or Accounting. 3-5 years of experience in Performance Audit environment.  
**DUTIES** : To assist the Deputy Director: Performance Audit in conducting assigned Performance Audits in a professional manner based on the approved methodology, thereby, ensuring efficient and cost-effective performance audits on behalf of the Gauteng Provincial Government. To assist the Deputy Director with the implementation of activities allocated in terms of the business plan to reach set targets dates. Perform and supervise a planning of the audit project. Conduct and supervise field work of the audit project. Compile the draft audit project report. People and staff utilisation. Perform the planning of the audit project. Conduct field work of the audit.

**ENQUIRIES** : Ms. Baleseng Sedibe e-mail: [baleseng.sedibe@gauteng.gov.za](mailto:baleseng.sedibe@gauteng.gov.za)

**POST 39/80** : **ASSISTANT DIRECTOR: BAS AND PERSAL APPLICATION REF NO: REFS/021826**  
Directorate: Financial Governance

**SALARY** : R444 036 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A three- year tertiary qualification (NQF level 6) as recognised by SAQA in Human Resource Management. PERSAL Certificates. Skills Development Facilitator (SDF) Certificate. 3 – 5 years' user support functional experience in an PERSAL environment as PERSAL system controller. 3 – 5 years' experience in the BAS environment. Knowledge and understanding of Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, PSCBC Resolutions, Public Finance Management Act (PFMA), PERSAL System Courses, Treasury Regulations, Basic Accounting System (BAS), Reporting procedure, Customer Care, Access to information Act and Services provided by Provincial Banker for the purpose of payment interfaces. Knowledge of all PERSAL System Courses.

**DUTIES** : Monitor the compliance and enforcement with legislation, policies and Guidelines relating to all PERSAL processes. Maintain a PERSAL-User database. Monitor the Provincial Departments user access and activities. Examine Provincial Departments use of departmental tables (Table 800 upwards). Monitor of PERSAL Interfaces and ACB (automated Clearance Bureau) limits. Analyse PERSAL System data and reporting to PERSAL Controllers and accounting Officers. Render transversal support service to all Provincial PERSAL Users. Guide Provincial Departments to amend their establishment on the PERSAL System. Guide Provincial Departments to create/amend departmental tables. Render PERSAL (HR) Helpdesk function to all PERSAL Users. Evaluate, register and follow-up System Control Changes (SCC) on behalf of Provincial Departments. Capacity building in Provincial Departments to enhance the effective utilization of the PERSAL System. Perform all administrative functions related to PERSAL training. Give inputs to the annual training program. Prepare and update PERSAL training material. Compile practical exercises and examination papers. Oversee the arrangement made for the course. Train PERSAL Users in various PERSAL courses. When required, attend National PERSAL User Forums and give feedback at Provincial PERSAL user forums. Downloading of and informing users of all new PERSAL messages/PERSAL notices etc, at monthly Provincial PERSAL User Forums. Give inputs/responds to problems, new developments, departments situational analyses of PERSAL System data during the Provincial PERSAL User Forums. Give feedback on PERSAL training when requested. Administrative management of the Section/Unit. Human Resource. Asset Management. Provide inputs to the operational plan and related processes.

**ENQUIRIES** : Mr. Teneko Bangelo e-mail: [teneko.bangelo@gauteng.gov.za](mailto:teneko.bangelo@gauteng.gov.za)

**POST 39/81** : **ASSISTANT DIRECTOR: FISCAL POLICY ANALYSIS REF NO: REFS/021830**  
Directorate: Sustainable Fiscal Resource Management

**SALARY** : R444 036 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Public Management/ Administration/Governance/ Public Policy/ Public Finance/ Public Economics and/ or related field 3-5 years' experience in the Fiscal Policy or Budget Management or Public Finance areas and/or related to job content. Knowledge and skills in Research, writing and Microsoft Word packages such as PowerPoint, Word, Excel and Outlook.

<b><u>DUTIES</u></b>	:	Provide support with the implement of the revenue enhancement strategy Through interlia: analyse and provide inputs on revenue proposals from the departments; Participating in the Medium-Term Revenue Planning process, conduct and support the determination of MTRF. Support the departments in application of effective tools and techniques to maximise the collection of revenue owned to the province. Prepare reports and presentation for national revenue work group and other stakeholders forum. Conduct site visits at various revenue collecting institutions. Provide inputs into the development of policy relating to revenue management. Contribute to budget processes in relation to the Public Finance Management Act 1 of 1999 as amended Public Finance Management Amendment Act 29 of 1999 and Treasury Regulation issued in line with PFMA, amongst others Fiscal legislative framework. Provide analysis on revenue collection and management. Assist departments to explore on all potential revenue sources. Assess and report on the review of tariffs forms departments. Consult with all stakeholders to develop an research framework for the MTPBS. Conduct qualitative and quantitative research for the purpose of developing the MTPBS. Explore the economic conditions, provincial policies and priorities and their budgetary implications for the development of the MTPBS.
<b><u>ENQUIRIES</u></b>	:	Mr. Sihle Hlomuka email: <a href="mailto:sihle.hlomuka@gauteng.gov.za">sihle.hlomuka@gauteng.gov.za</a>
<b><u>POST 39/82</u></b>	:	<b><u>ASSISTANT DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT REF NO: REFS/021832 (X3 POSTS)</u></b> Directorate: Municipal Finance Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum, (plus benefits) Johannesburg A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Accounting/Financial Management/Accounting/Cost Management and Cost Accounting/Logistics/Supply Chain/Transport management/internal Auditing/Public Procurement management. 3-5 years' experience in the Supply Chain Management and/or related environment.
<b><u>DUTIES</u></b>	:	Support the monitoring, evaluation and reporting on compliance with Supply Chain Management Regulatory Framework. Provide support and advice on supply chain management processes, policies and compliance to regulations. Evaluate, assess, review & report on contract management. Long & Short-Term contracts, irregular expenditure, functionality of SCM committees, deviations. Variations and Contract Extensions. Support, review, assess and monitor SCM Procurement plans. Monitors assess and report on functionality and quality SCM systems and processes. Provide advice, guidance & remedial actions on SCM issues and monitor remedial actions. Review assess and provide advice and guidance on the Structuring and functionality of SCM committees. Support the implement supply chain management reforms in all the delegated municipalities and assist to play an oversight role in local government. Set complimentary standards within the parameters as set by National/Provincial Treasury and the relevant SCM frameworks. Monitor and report on municipal policy outcomes. Access and identify capacity gaps, provide technical assistance, and support training initiatives with regard to SCM in al delegated municipalities.
<b><u>ENQUIRIES</u></b>	:	Mr. Teneko Bangelo – email: <a href="mailto:eneko.bangelo@gauteng.gov.za">eneko.bangelo@gauteng.gov.za</a>
<b><u>POST 39/83</u></b>	:	<b><u>ASSISTANT DIRECTOR: SCM POLICY NORMS AND STANDARDS REF NO: REFS/021824</u></b> Directorate: Provincial Supply Chain Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum, (plus benefits) Johannesburg A three-year tertiary qualification (NQF level 7) as recognised by SAQA in Supply Chain management/ Public Administration/Accounting/Auditing or Commercial Law. 3-5 years of functional experience in SCM or compliance monitoring/policy development in the SCM environment. Knowledge and understanding of Public Sector SCM Legislative Framework i.e. PFMA and Regulations and Treasury Regulations, Policy development.
<b><u>DUTIES</u></b>	:	Develop SCM Policy, Norms and Standards. Research and develop provincial. SCM Policy, Norms and Standards. Analyse and identify gaps in relation to instruction Notes. Manage the development and implementation of SCM Policy Norms and Standards. Support the setting of procurement targets for local economic development (LED) in line with inputs from relevant stakeholders. Continuous Improvement of the SCM policies, norms and standards as informed by National and Provincial priorities. Provide guidelines and instructions on the implementation of SCM policy norms and standards. Provide advice and guidance to departments and Entities on interpretation of SCM policy, norms and standards.
<b><u>ENQUIRIES</u></b>	:	Ms. Linda Ninzi – email: <a href="mailto:linda.ninzi@gauteng.gov.za">linda.ninzi@gauteng.gov.za</a>
<b><u>POST 39/84</u></b>	:	<b><u>ASSISTANT DIRECTOR: SYSTEMS SUPPORT REF NO: REFS/021843</u></b> Directorate: Financial Governance
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum, (plus benefits) Johannesburg A three- year tertiary qualification NQF level 6 (Diploma) in Financial Information Systems/ Information Technology/ Financial Accounting and or Financial Management. PERSAL



	Certificates. Skills Development Facilitator (SDF) Certificate. 3 years' user support experience in an PERSAL environment. PERSAL system controller.
<b><u>DUTIES</u></b>	: Provide comprehensive support services to Provincial PERSAL Users, including offering guidance on system amendments and departmental table creation/amendment for GPG departments and entities. Provide PERSAL Helpdesk support to address user inquiries and issues effectively. Review the utilization of departmental tables (Table 800 onwards) within Provincial Departments to ensure proper usage. Analyse PERSAL System data and prepare reports for GPG departments. Manage System Control Changes (SCC) on behalf of Provincial Departments, including evaluation, registration, and follow-up. Facilitate capacity-building initiatives within Provincial Departments to optimize PERSAL System utilization. Handle administrative tasks related to PERSAL training, including curriculum development, material preparation, and course coordination. Participate in National PERSAL User Forums and provide feedback at Provincial PERSAL user forums as necessary. Disseminate important PERSAL messages and notices to users at monthly Provincial PERSAL User Forums. Provide feedback on the effectiveness of PERSAL training when requested. Provide support and resolutions and participate in new developments and situational analyses of PERSAL System data during Provincial PERSAL User Forums. Contribute inputs to the operational plan and related processes to enhance the overall efficiency and effectiveness of the user access management cycle.
<b><u>ENQUIRIES</u></b>	: Mr. Teneko Bangelo – email: <a href="mailto:teneko.bangelo@gauteng.gov.za">teneko.bangelo@gauteng.gov.za</a>
<b><u>POST 39/85</u></b>	: <b><u>ASSISTANT DIRECTOR: STRATEGIC SOURCING REF NO: REFS/021822</u></b> Directorate: Provincial Supply Chain Management
<b><u>SALARY</u></b>	: R444 036 per annum, (plus benefits)
<b><u>CENTRE</u></b>	: Johannesburg
<b><u>REQUIREMENTS</u></b>	: A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Purchasing/ Logistics/ Supply Chain Management (SCM)/ Public Procurement Management. 3-5 years' experience in Supply Chain Management/ Procurement. Function knowledge of procurement best practices including sourcing strategies. Experience in supplier management and B-BBEE/SMME development. Experience and understanding of the South African market.
<b><u>DUTIES</u></b>	: To maximise cost saving and improve efficiencies. Develop commodity sourcing strategies and obtain approval for implementation within 60 days. Improve and maintain tender processed from 120 to 90 days from the date of advertisement and finalise award of contract within agreed SLA. Manage the Tender procurement cycle time within SLA days. Development of specification. Maintain the tender process and increase customer satisfaction. Facilitate and manage Total Cost of Ownership (TCO) reduction initiatives with suppliers and users. Obtain minimum satisfaction level from customer service. Establish Transversal contracts for GPG department and entities to leverage on spend. Ensure that the contract is captured on e-Procurement system (Supplier Relationship Management (SRM) & /SAP R3) Increase Broad Based Black Economic Empowerment (BBBEE. To track progress and mitigate risks and submit weekly, monthly and quarterly.
<b><u>ENQUIRIES</u></b>	: Mr. Teneko Bangelo – email: <a href="mailto:teneko.bangelo@gauteng.gov.za">teneko.bangelo@gauteng.gov.za</a>
<b><u>POST 39/86</u></b>	: <b><u>ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: REFS/021796</u></b> Directorate: Strategy Management
<b><u>SALARY</u></b>	: R444 036 per annum, (plus benefits)
<b><u>CENTRE</u></b>	: Johannesburg
<b><u>REQUIREMENTS</u></b>	: (NQF level 7 qualification as recognised by SAQA) in Public Administration/ Management or Business Management. 3-5 years' administrative experience in Strategy Management environment. Knowledge of strategic planning processes and principles, excellent communication (written and verbal) and presentation skills. Proven Organizing planning, analytical and research skills. Knowledge of the department's strategic objectives and mandates. Stakeholder management experience. Team player and ability to work under pressure independently and proactively. Provision of administrative support.
<b><u>DUTIES</u></b>	: Participate in the drafting, compilation and approval of departmental plans which include the Strategic Plan the Annual Performance Plan and the Annual Operational Plan. Prepopulate templates. Analyse inputs received and kept track of changes. Alignment of plans. Engage office managers. Coordination of management structures. Provide input into Agenda. Assist with coordination of procurement processes. Provide logistical assistance. Management of operational activities. Monthly operational reporting. Preparing presentation for the unit. Managing the internal SP shared drive. Updating EPRE input. Provide administrative support within the Directorate. Ensures the effective flow of information and documents to and from the sub-units within the Administration programme. Manage the shared drive by keeping all documents received and approved for the Administration programme. Draft all directorate's submissions and route forms as required. Coordinates logistical arrangements for the unit (including meetings when required, ordering of office supplies etc.).
<b><u>ENQUIRIES</u></b>	: Ms. Linda Ninzi – email: <a href="mailto:linda.ninzi@gauteng.gov.za">linda.ninzi@gauteng.gov.za</a>

<b><u>POST 39/87</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: REFS/021794</u></b> Directorate: Office of the CFO
<b><u>SALARY</u></b>	:	R444 036 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF Level 7) as recognised by SAQA in Financial Accounting. 3 – 5 years' experience in Financial Accounting at supervisory level.
<b><u>DUTIES</u></b>	:	Collection and recording of revenue Cashier, banking service and electronic payments. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee that the banking of monies are done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value forms. Oversee the identification and accurate recording of debts owed to the department. Liaise with debtors in the most complex and problematic cases to determine payback conditions and time span. Oversee the process of obtaining the accounting officer's approval for debt collection conditions. Obtain the accounting officers approval for debt payback conditions and time span on the cases handled. Oversee the accurate allocation of monies received. Monitoring and reporting on revenue. Oversee and monitor income against budget and review reconciliations. Oversee and undertake the develop of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Expenditure management. Oversee verification of source documents. Oversee the quality assurance and verification of transactions on BAS and SAP. Ensure that expenditure is in line with budget and item provisioning. Oversee creditor reconciliation (ensure that service providers are paid timely and correctly). Authorise the payment of transfers and subsidies processed on the accounting system. Reporting. Oversee the compilation of interim and annual reports. Ensure the safeguarding of all source documents. Supervise employees to ensure sound physical asset management. General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees about all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Address enquiries and provide advice and guidance on asset allocation and control.
<b><u>ENQUIRIES</u></b>	:	Ms. Linda Ninzi – email: <a href="mailto:linda.ninzi@gauteng.gov.za">linda.ninzi@gauteng.gov.za</a>
<b><u>POST 39/88</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER (MR5) REF NO: REFS/021799</u></b> Directorate: Corporate Services
<b><u>SALARY</u></b>	:	R440 412 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	LLB degree, with 8 years post qualification legal experience. Extensive experience in litigation, alternative dispute resolution mechanism, case analysis, court processes and application of court rules. In depth knowledge and understanding of the public sector regulatory and governance environment including, PFMA, MFMA, Treasury Regulations, B-BBEE Act, PPPFA, Constitution of the Republic of SA, POPIA, PAIA, PAJA and PSA. Knowledge of Procurement and Supply Chain Laws, Public Administration Laws, Law of Contract, Public Finance Law, Labour Law Interpretation of Statutes, including provincial government policies, processes, and procedures.
<b><u>DUTIES</u></b>	:	Manage the provision of effective and efficient legal services to the department. Provide administration support, reporting and developmental support of junior employees or interns in the legal services unit. Candidate must be computer literate, innovative and competent. They must have good communication and 241 drafting skills, analytical and researching skills, presentation and reporting skills, leadership skills, ability to work in a team and under extensive pressure, problem-solving and have sound organising and planning skills.
<b><u>ENQUIRIES</u></b>	:	Ms. Linda Ninzi – email: <a href="mailto:linda.ninzi@gauteng.gov.za">linda.ninzi@gauteng.gov.za</a>
<b><u>POST 39/89</u></b>	:	<b><u>AUDITOR: RISK AND COMPLIANCE AUDIT REF NO: REFS/021833</u></b> Directorate: Gauteng Audit Services
<b><u>SALARY</u></b>	:	R376 413 per annum, (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Internal Auditing/ Auditing/ Accounting. 2 years' experience in Internal Auditing. Knowledge of PFMA, Treasury Regulations and IA Standards. Strong communications skills (verbal and written), computer literacy, problem solving, analytic and research skills.
<b><u>DUTIES</u></b>	:	Research auditable area and gather basic understanding of the client. Comply with GAS admin requirements (co-ordinate audit logistics requirements). Contribute expertise and industry knowledge to ensure value is added to the client and GAS. Outline the business process

highlighting Risk Identification and control assessment. Document system descriptions and prepare audit programmes. Compiling and referencing audit papers. Liaise with team leaders at the planning, execution and reporting phase of each internal review. Review working papers and referencing prepared by trainees and interns. Gather sufficient and reliable audit evidence to support findings raised. Compile the audit findings and prepare draft audit report. Maintain accurate time records. Supervise subordinates (Interns and Trainees). On the job mentoring/coaching motivating and training of other team members (Interns and Trainees).

**ENQUIRIES**

:

Mr. Sihle Hlomuka – email: [sihle.hlomuka@gauteng.gov.za](mailto:sihle.hlomuka@gauteng.gov.za)

**POST 39/90**

:

**PERSONAL ASSISTANT: CONTRACT MANAGEMENT AND STRATEGIC PROCUREMENT  
REF NO: REFS/021861**

Directorate: Provincial Supply Chain Management

**SALARY  
CENTRE  
REQUIREMENTS**

:  
:  
:

R308 154 per annum, (plus benefits)

Johannesburg

A three-year tertiary qualification (NQF level 6) as recognised by SAQA in Secretarial / Office Administration Diploma. 3-5 years' experience in office management or similar role. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good people skills. High level of reliability skills. Written communication skills. Ability to act with tact and discretion. ability to do research and analyse documents and situations. Good grooming and presentation. Self-management and motivation. Knowledge of Public Service Act, Regulations and procedures. Basic knowledge on financial administration. Ensures that travel arrangement are well coordinated.

**DUTIES**

:

Provide Secretarial/administrative support service to the Senior Manager. Receive telephone calls in an environment where, in addition to the calls for the Senior Manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Operate and ensures that office equipment, printers, photocopiers, and shredder are in good working order. Render administrative support services. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Provide support to manager regarding meetings i.e. Schedule appointments, maintain an events calendar, and sending reminders. Prepare facilities for scheduled events and arranging refreshments and assist with other duties when required. Collect and compile all necessary documents for the manager to inform him/her on the contents. Record minutes/decisions and communicate to relevant role players, follow-up on progress made. Support the manager with the administration of the manager's budget. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES**

:

Ms. Linda Ninzi – email: [linda.ninzi@gauteng.gov.za](mailto:linda.ninzi@gauteng.gov.za)

**POST 39/91**

:

**PRACTITIONER: ACCOUNTING COMPLIANCE REF NO: REFS/021835 (X3 POSTS)**

Directorate: Financial Governance

**SALARY  
CENTRE  
REQUIREMENTS**

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:  
:

R308 154 per annum, (plus benefits)

Johannesburg

A three-year tertiary qualification (NQF level 6) as recognised by SAQA) in Accounting/ Finance. 1-2 years proven work experience in Finance or Accounting environment. Experience in BAS, SAP and Online banking system will be an advantage. Knowledge and understanding of PFMA and relevant Treasury Regulations, Basic Computer Literacy in MS Office.

**DUTIES**

:

To investigate and reconcile bank statements and ledger accounts. To process general journals in the financial systems. To process payments on the banking online system. Administrative support and customer service to GPG departments. Efficient administrative support and customer service to GPG departments and trading entities. Compliance to internal control processes and procedures. Reporting and document control.

**ENQUIRIES**

:

Mr. Sihle Hlomuka – email: [Sihle.hlomuka@gauteng.gov.za](mailto:Sihle.hlomuka@gauteng.gov.za)

**POST 39/92**

:

**REGISTRY CLERK: OFFICE OF THE MEC REF NO: REFS/021855**

Directorate: Office of the MEC

**SALARY  
CENTRE  
REQUIREMENTS  
DUTIES**

:  
:  
:  
:

R216 417 per annum, (plus benefits)

Johannesburg

Grade 12 certificate or equivalent

The incumbent will be responsible to provide a registry service to the office of the executive authority. Ensure the smooth, efficient, and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players, etc. File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts. Render a general support function in the office of the executive authority. Control stocks and stationery as chief user clerk for the executive authority's office. Study the relevant Public Service and departmental prescripts/policies/documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : Mr. Sihle Hlomuka – email: [sihle.hlomuka@gauteng.gov.za](mailto:sihle.hlomuka@gauteng.gov.za)

**POST 39/93** : **MESSANGER/DRIVER: OFFICE OF THE MEC REF NO: REFS/021856**  
Directorate: Office of the MEC

**SALARY** : R183 279 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : Grade 12 certificate experience as driver/messenger will be added advantage. 1- 2years' experience. Valid driver licence.

**DUTIES** : The incumbent will be responsible to provide driving functions in the Office of the MEC. Delivery and collection of items. Provision of shuttle services. Delivery and collection of vehicles. Delivery and collection of staff and children. General Administration function.

**ENQUIRIES** : Mr. Sihle Hlomuka – email: [sihle.hlomuka@gauteng.gov.za](mailto:sihle.hlomuka@gauteng.gov.za)

**POST 39/94** : **FOOD SERVICE AID: OFFICE OF THE MEC REF NO: REFS/021857**  
Directorate: Office of the MEC

**SALARY** : R131 265 per annum, (plus benefits)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : NQF level 1 or 2 (Abet level 2 certificate or equivalent) No working experience is required.  
**DUTIES** : The incumbent will be responsible to provide services relating to food preparation. Clean kitchen utensils and equipment. Provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Clean kitchen utensils and equipment. Responsible for food supplies and report waste and losses.

**ENQUIRIES** : Mr. Sihle Hlomuka – email: [Sihle.hlomuka@gauteng.gov.za](mailto:Sihle.hlomuka@gauteng.gov.za)

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL  
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : To be posted to: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 2<sup>nd</sup> Floor, South Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg. These posts are being re-advertised, applicants who applied previously must re-apply if they wish their applications to be considered, application received after this date will not be accepted.
- FOR ATTENTION** : Ms NB Mabaso-Macaringwe
- CLOSING DATE** : 15 November 2024
- NOTE** : Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants. Applications can also submit their Z83 and CV via e-Recruitment System on [www.eservices.gov.za](http://www.eservices.gov.za). Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability

**OTHER POSTS**

- POST 39/95** : **DEPUTY DIRECTOR: EVALUATION REF NO: 34/2024 (MESP)**  
Chief Directorate: Monitoring Evaluation and Strategic Planning  
Directorate: Evaluation
- SALARY** : R849 702 per annum (Level 11), (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Monitoring and Evaluation/Performance Management/Public Management/Public Administration/Research or related qualification coupled with 3 years junior management experience in an evaluation or research environment. Administrative experience and knowledge of basic statistical packages and techniques would be an added advantage. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of Local Government legislation, Knowledge of monitoring and evaluation, application of programmes and policies, Knowledge of project management, Knowledge of change management, Knowledge of strategic management and planning as well as organisational analysis and administration, Research, data analysis, report writing and presentation skills, Project management and financial management skills, Skills in liaising between different management levels and group facilitation skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to facilitate the implementation of the evaluation system within the Department with the following key responsibilities: Support the development and implementation of Departmental programmes on evaluation of projects and programmes, Support compilation of reports and reporting of the Department on its performance, Support implementation of the evaluation capacity building strategy, Co-ordinate policy and programme evaluations, Support to the development and implementation of the evaluation guidelines, Provide input into the review of national and provincial policies, legislation and initiatives in support of evaluation.
- ENQUIRIES** : Ms L Naicker Tel No: (033) 2608015
- POST 39/96** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: 35/2024 (LS)**  
Office of the Head of Department  
Directorate: Legal Services
- SALARY** : R556 356 per annum, (OSD)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a bachelor's degree in law/ LLB coupled with a minimum of 8 years' post qualification experience in a legal environment with knowledge and experience in criminal and civil court procedure, law of evidence, legislative drafting, and knowledge of Labour Law. Valid driver's licence. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of the English Language and legal terminology. Broad knowledge of legal subjects and fields, for example the law of contract and

delict. Knowledge of Resolution 1 of 2003. Knowledge of internal research ability. Knowledge of legislative drafting. Analytical ability and skills to grasp the context of problems. Skills and ability to observe human behaviour to discern between truthfulness and lies. Drafting, training and presentation skills. Interpretation of statutes skills. Management skills. Good communication skills (verbal, written & negotiating). Computer Literacy in MS Office with an ability to conduct research.

- DUTIES** : The successful candidate will be required to render legal support services to the Department with the following key responsibilities: - Render legal advisory services. Render legal drafting services. Render dispute resolution services. Render legal administrative services.
- ENQUIRIES** : Ms B Mgutshini Tel No: (033) 2608047

#### **DEPARTMENT OF HEALTH**

*This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.*

- POST 39/97** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 – OPHTHALMOLOGY REF NO: GS 26/24**  
Component: Surgery  
Re-advertisement, candidates who previously applied must re-apply
- SALARY** : R1 976 070 per annum, (all-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually. It is envisaged that the successful candidate will be sharing administrative duties and responsibilities at Grey's Hospital. This will facilitate optimum service provision at Grey's hospital and the relevant drainage area.
- CENTRE** : Greys Hospital, PMB Metropolitan Hospitals Complex
- REQUIREMENTS** : Senior Certificate or equivalent MBCHB or Equivalent qualification, Plus A specialist qualification in the appropriate Health Science, PLUS Registration with the Health Professions Council of South Africa for independent practice as an Ophthalmologist with significant experience in the relevant discipline; At least five years post registration experience as a Specialist in Ophthalmology (Only shortlisted candidates will be required to submit proof of all documents). Recommendations: Experience in a tertiary environment, research experience and management training will be a recommendation. Knowledge, Skills, Attributes and Abilities: Appropriate Specialist procedures and protocols within field of Ophthalmology Sound knowledge of Human Resource management. Financial Management – monitoring of expenditure, Essential Drug List, Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services. Planning and developing an appropriate program for Ophthalmology advancement in the Metropolis and in the referring regional hospitals. Good communication, leadership, decision-making and clinical skill. Develop and foster co-operation with Medical School and UKZN. Competence in undergraduate, post graduate and subspecialty training. Computer literacy.
- DUTIES** : Clinical Care Incumbent to provide ophthalmology services at Grey's Hospital, in the Pietermaritzburg Metropolitan Hospitals Complex and the tertiary drainage area; Participate in the delivery of a 24-hour in-patient and out-patient ophthalmology care within the Pietermaritzburg Metropolitan Hospitals Complex and the tertiary drainage hospitals; Develop management protocols for the ophthalmology patients in accordance with the level of care of the Metropolis and referral hospitals; Provide appropriate ophthalmology care to patients in the Metropolis and tertiary drainage area; Maintain and monitor specialist, medical officer and registrar ophthalmology call system Accept responsibility for continuous professional development in ophthalmology (in reach and outreach program) in area 2 Develop and participate in outreach program for ophthalmology for area 2 Scholarship Provide support, supervision and mentorship to colleagues, postgraduate students and medical officers within ophthalmology Manage the fifth year undergraduate teaching program for ophthalmology including examinations Manage the postgraduate training for ophthalmology in Grey's hospital including clinical training and MMed research support Participate in and support the UKZN academic program for the ophthalmology department Stimulate and conduct sponsored and non-sponsored research activities for departmental and institutional development. Professionalism Incorporate the principles of proper discipline within ophthalmology, good communication within the department and other disciplines, interdisciplinary collaboration and proper ethics within ophthalmology Governance Develop infrastructure and equipment procurement and maintenance plans for ophthalmology Develop plans for staff recruitment, retention, development and performance assessment for ophthalmology at grey's hospital Procure appropriate theatre equipment to meet tertiary needs Accept responsibility for development and fulfillment of departmental objectives. Provide appropriate CPD activities within the employing institution (Grey's Hospital) Institute Quality Assurance plans to maintain and improve ophthalmology standards in the Metropolis and in the referring hospitals. Foster collaboration with other hospitals within the tertiary drainage areas to improve level of care locally and to facilitate proper referral patterns. Administration and Management Implement

personal time management Have a plan for management of all resources required for ophthalmology at Grey's hospital. This must include consumables required for surgical and outpatient procedures. Active management of outpatient clinic, ward and theatre for ophthalmology together with nursing collaboration must occur. The ophthalmology department must have a vision, strategic and operational plan that is in line with Grey's hospital plan Projects Exercise cost-control on the professional activities of the Department to contain expenditures to the allocated budget. Develop data collection system for ophthalmology.

<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr V Govindasamy Tel No: (033) 897 3379/81
	:	Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 or email to <a href="mailto:Malinee.chandul@kznhealth.gov.za">Malinee.chandul@kznhealth.gov.za</a> / <a href="mailto:Khazimula.goba@kznhealth.gov.za">Khazimula.goba@kznhealth.gov.za</a> .
<b><u>FOR ATTENTION NOTE</u></b>	:	Mrs M Chandulal
	:	Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The Employment Equity target for this post is: African Male, African Female.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/98</u></b>	:	<b><u>HEAD CLINICAL UNIT MANAGER ORTHOPAEDIC REF NO: PSH 17/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R1 976 070 per annum. The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Other Benefits: 22% of basic salary – rural allowance & commuted overtime (conditions applies)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Port Shepstone Regional Hospital
	:	Matric certificate, Degree MBChB degree, Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Orthopaedic. an appropriate qualification that allows registration with HPCSA as a Medical Specialist in Orthopaedic. Registration with the HPCSA as a Medical Specialist in Orthopaedic. Current HPCSA Registration card 2024 / 2025. Knowledge, Skills and Experience: Clinical knowledge, competency and skills in department of Orthopaedic. Sound knowledge of medical ethics. Good communication skills, leadership and decision making qualities. Ability to diagnose common medical and trauma problems. Knowledge of current Health and Public Service Legislation, regulations and Policies. Concern for excellence.
<b><u>DUTIES</u></b>	:	Provide strategic leadership to the Orthopaedic. Provide specialist services in designated area of responsibility within accepted guidelines and protocols. Perform, interpret and report procedures and studies within the designated specialty. Provide appropriate level of care, referral pathways, seamless and integrative service delivery system. Capacity building in district hospitals and provision of outreach services with focus on improving medical services. Conduct audits, morbidity and mortality reviews, develop clinical guidelines, protocols, quarterly reports, monitoring of inappropriate referrals for specialty. Active participation in continuing medical education programs for the entire Ugu district health institutions. Participate in undergraduate and post graduate teaching of Accident, Trauma & Emergency Medicine. Participate in the Quality Improvement Program in the department. Participate in clinical audit activities within the department. Maintain clinical, professional and ethical standards related to Accident, Trauma & Emergency Medicine.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr PB Dlamini Tel No: (039) 688 6184 or Dr M Panajatovic Tel No: (039) 688 6044 / 6147
	:	Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone, 4240. NB: applicants are encouraged to utilise courier services/ s'thesha waya waya or e-mail to <a href="mailto:psrh.recruitment@kznhealth.gov.za">psrh.recruitment@kznhealth.gov.za</a>
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr. Z.M Zulu
	:	Detailed application for employment (Z83) and Curriculum Vitae. Certified copies – must not be submitted when applying for employment. (only short-listed candidates will be requested to submit proof of qualifications and other related documents). NB: Please note that due to financial constraints, there will be no payment of S&T claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/99</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) - VULINDLELA &amp; IMPENDLE SUB DISTRICTS REF NO: PHC 23/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R656 964 – R748 683 per annum. Other Benefits: 13th Cheque, 8% Inhospitable Area Allowance, and Medical Aid: Optional (Employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Harry Gwala Regional Hospital
	:	Senior Certificate /Grade 12. Diploma/Degree in General Nursing and Midwifery (obtainable from University/ College). Registration certificate with SANC as a General Nurse and Midwife. Post Basic Qualification in Primary Health Care registered with SANC as general Nurse and

Primary Health Care Nurse Computer literacy with a proficiency in MS Office Software applications. Code B drivers licence unendorsed, Plus a minimum of 9 years recognizable nursing experience after registration as professional nurse with SANC in General Nursing of which 5 Years must be recognizable experience after obtaining one year post basic qualification in primary Health Care. Financial Management. Leadership, organizational, decision making and problem solving. Knowledge of public service policies and other Health Related prescripts. Sound knowledge of code of conduct. Good interpersonal skills. Human resources Management and Labour Relations Act.

## **DUTIES**

: Manage, facilitate and supervise provision of comprehensive core package of Service at PHC level including priority programs and quality improvement programs, in conjunction with professional and legal framework. Provide quality Comprehensive Primary Health Care in Sub-District facilities through regular support visits to Clinics and Outreach Program. Supervise the implementation of Integrated Multi Stakeholder Health Promotion and Well-being Strategy through maintenance of inter-sectoral collaboration with other government structures of Operation Sukuma Sakhe. Assist and facilitate development of the Operational plan, monitor the implementation and submit progress reports. Facilitate clinical audits in the PHC and ensure implementation of quality improvement plans supported by strong work ethics. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to client's needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Ensure effective allocation, utilization and monitoring of resources in line with cost containment plan. Manage and co-ordinate smooth running and integration of the HAST program with facilities. Ensure implementation, monitoring and evaluation of EPMDs in the operational area. Manage and support education, in-service training, and practice development initiatives in the facilities, professional growth, ethical standards and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Implement consequence management for non-compliance. Ensure Batho Pele principles, National Core standards and Ideal Clinic priorities are implemented. Monitor Clinic performances through capturing of Complaints, Compliments, Suggestions, PSI's, PEC, Waiting times etc. Provide safe and therapeutic environment that allows for practice of safe nursing care as laid down by the Nursing Act, Occupational Health and Safety act. Ensure completion of accident/incident reports as they occur and timeous reporting. Coordinate special projects and health promotion in line with program goals of health calendar. Ensure accurate collation, analysis and verification of data within your jurisdiction prior to submission. Maintain constructive working relationship with all stakeholders i.e inter- professional and multi-disciplinary team. Advocate and promote nursing ethos and professionalism in the facilities. Administer an evidence result-based monitoring system in the facilities. Supervise and support implementation of Community Oriented Primary Health Care. Report clinic performances to Assistant Manager Nursing. Participate in Primary Health Care Sub –District Meetings. Deputize Assistant Manager Nursing and take over his/her responsibilities in absence.

## **ENQUIRIES APPLICATIONS**

: Mrs. N.M. Ngubane Tel No: (033) 395-4330  
: All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office. Applicants can send their Z83s and CVs using the following email address: [HGRH.Recruitment@kznhealth.gov.za](mailto:HGRH.Recruitment@kznhealth.gov.za)

## **FOR ATTENTION NOTE**

: Mr. T.C. Manyoni  
: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2024. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

## **CLOSING DATE**

: 08 November 2024



<b><u>POST 39/110</u></b>	:	<b><u>OPERATIONAL MANAGER OUT PATIENTS DEPARTMENT (OPD) REF NO: EDU 04/2024</u></b> Component: Out Patients Department (OPD)
<b><u>SALARY</u></b>	:	R656 964 per annum. Other Benefits: Medical Aid – Optional, Housing Allowance - Employee must meet prescribed requirements, 13th Cheque and 12% rural allowance.
<b><u>CENTRE</u></b>	:	Edumbe Community Health Centre
<b><u>REQUIREMENTS</u></b>	:	Senior certificate (Grade 12), Diploma / B Degree in general nursing and Midwifery, One year post basic qualification in Primary Health Care, A minimum of nine (9) years recognizable experience in nursing after registration as Professional Nurse with SANC IN General Nursing and Midwifery, of which five years must be recognizable experience after obtaining one (1) post basic qualification in Primary Health Care, A valid driver's license, Current SANC receipt NB: Certificate of service from current and previous employers stamped and signed by the Human Resource Department will be required when shortlisted on or before the interview. Knowledge, Skills, Training and Competences Required: Knowledge and insight into nursing procedures, Knowledge of nursing statutes and other relevant Public Services act/ legislations, Decision making and problem solving skills. Interpersonal skills in dealing with conflict management, Knowledge and implement Batho Pele principles, Supervisory and analytical thinking skills, Stress tolerance, flexibility, empathy and ability to communicate constructively. Disaster management skills. Team building and supervisory skills.
<b><u>DUTIES</u></b>	:	Provide effective management and professional leadership ensuring that ward unit are organized and covered with professional staff. To provide quality patient care. Provide effective supervision of wards ensuring implementation of nursing standard, policies and procedures. Manage and direct efficient utilization of resources to enhance service delivery. Exercise control of discipline, grievance and any other Labour related issues in terms of Laid down policies and procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitor norms and Standards .Implement EPMDS. Advocate for patients in facilitating proper treatment care and adherence to Patient Rights Charter and Batho Pele Principles Ensure to keep accurate records .Compile unit statistics monthly
<b><u>ENQUIRIES</u></b>	:	Ms BTN Kunene Tel No: (034) 995 8500, ext. 8567
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: Assistant Director: HRM, Edumbe Community Health Centre, 463 eDumbe Main Street Location, Paulpietersburg, 3180, HR office No: 46 or e-mail to <a href="mailto:Getrudefikelephi.nkosi@kznhealth.gov.za">Getrudefikelephi.nkosi@kznhealth.gov.za</a> NB: Sending applications using courier service/hand delivery is encouraged as we do not have the Post Office at Paulpietersburg.
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. All other documents will be submitted by shortlisted candidates only. The reference number must be indicated in the column (Part A) and provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment received within 3 months after the closing date, they must accept that their applications were unsuccessful. Shortlisted applicants who are in possession of a foreign qualification will be requested to submit an evaluation certificate from the South African Qualifications Authority (SAQA) before or on the date of interview. Non- RSA Citizens will be requested to submit work permit before or on the day of interview. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised posts are free to apply. Please note that S & T will not be paid to candidates who are invited for the interviews.
<b><u>CLOSING DATE</u></b>	:	11 November 2024

<b><u>POST 39/101</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (SPECIALTY) SURGICAL DEPARTMENT REF NO: NURS 24/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R656 964 – R748 683 per annum. Other Benefits: 13th Cheque, 8% Inhospitable Area Allowance, Housing Allowance and Medical Aid: Optional (Employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Harry Gwala Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate / Senior Certificate or equivalent. Diploma / Degree in General Nursing Science and Midwifery (Obtained from the University/College) that allows registration with SANC as a Professional Nurse. Registration certificate with the South African Nursing Council as a Registered Nurse and Midwife/ Accoucheur. Post Basic qualification –One year Diploma in Trauma Nursing Science/ Orthopaedic Nursing. A minimum of 9 years appropriate experience in nursing after registration as a Professional with SANC in General Nursing, At least 5 years of the period referred above must be appropriate recognizable experience the specific Speciality after obtaining the abovementioned Post Basic qualification. One year Diploma in Trauma Nursing Science/Orthopaedic Nursing Science. Knowledge of nursing statutes and other relevant legislative frameworks. Knowledge of nursing care processes and procedures. Operational management, co- ordination, networking liaison skills. Knowledge of Central Sterile

Supply Department and operating theatre processes & procedures. Knowledge of Health Care Service delivery and financial management skills. Knowledge of disciplinary processes. Knowledge of basic / standard management principle of approach. The ability to function well with a team. Sound communication, counseling, problem solving, conflict management and time management skills. Understanding of Human Resource needs and developments. Planning, organizing, decision making & report writing skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Batho Pele principles. Supervisory and analytical thinking skills.

#### **DUTIES**

: Co-ordination of optimal, holistic specialized nursing care provided within the set standards and professional / legal framework. Supervising and ensuring the provision of an effective efficient quality patient care. Manage staff performance (EPMDS). Reduce patient's complaints and inform the patients and relatives on the complaints, complements and suggestion procedures. Deal with disciplinary issues, grievances and other labour issues including monitoring and managing absenteeism. Manage effectively and efficiently the utilization and supervision of all resources- human, financial, physical and material. Co-ordination of the provision of effective training research and staff development. Participate in the analysis, formulation and implementation of nursing guidelines, standard operating procedures and practices. Establish and maintain constructive working relationship with nursing and other stakeholders. Provide effective support to nursing services and relieve the AMN in the Nursing Management Office. Ensure that a healthy and safe environment is maintained. Participate in the Audis for Norms and Standard and Ideal Hospital Framework requirements and develop QIP's. Develop and implement strategies for infection prevention and control for the unit. Improve and complete patient related data management system. Develop quality assurance progress improvement projects & operational plans. Advocate for quality patient clinical care and uphold Professionalism and Ethics, Code of Conduct in Nursing.

#### **ENQUIRIES APPLICATIONS**

: Mrs. N.C. Ngubo Tel No: (033) 395 4427  
: All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office. Applicants can send their Z83s and CVs using the following email address: [HGRH.Recruitment@kznhealth.gov.za](mailto:HGRH.Recruitment@kznhealth.gov.za)

#### **FOR ATTENTION NOTE**

: Mr. T.C. Manyoni  
: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2024. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

#### **CLOSING DATE**

: 08 November 2024

#### **POST 39/102**

: **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT) INTERNAL MEDICINE WARD (HYBIRD MALE WARD) REF NO: NURS 25/2024 (X1 POST)**

#### **SALARY**

: R520 560 – R596 322 per annum. Other Benefits: 13th Cheque, 8% Inhospitable Area Allowance, and Medical Aid: Optional (Employee must meet prescribed requirements)

#### **CENTRE REQUIREMENTS**

: Harry Gwala Regional Hospital  
: Grade 12 Matric/Senior certificate. Diploma / Degree in General Nursing Science, Midwifery and Psychiatry or equivalent qualification that allows registration with SANC as Professional Nurse. Registration certificate with the SANC as General, Midwifery and Psychiatry Nurse, Plus minimum of 7 years appropriate /recognizable experience in Nursing after registration as a General Nurse. Knowledge and insight into nursing processes and procedures. Knowledge of Mental Health Care Act. Nursing statutes and other relevant Public Service Acts. Leadership, organizational and Decision making & problem-solving skills. Interpersonal skills in dealing with conflict management. Financial and budgetary knowledge pertaining to the resources under

	management. Good communication and basic computer skills in basic Programme Skills. Supervisory and analytical thinking skills.
<b><u>DUTIES</u></b>	: Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost-effective manner. Manage 72 Hour observation ward for mental health care users. Manage and supervise effective utilization of human, financial and physical resources in the units. Ensure effective implementation of infection prevention and control practices by all staff including support service and cleaning staff. Supervise implementation of health care delivery policies, procedures, clinical guidelines, protocols, Operational and Strategic Plans aimed at improving service delivery. Facilitate and ensure the implementation of Departmental Priorities Ideal hospital realization and maintenance frame work and OHSC Norms and Standard. Monitor and evaluate the care and management of all patients and ensure the keeping of accurate and complete patients' records. Demonstrate a concern for patients, promoting and advocating a proper treatment and care. Monitor and evaluate staff performance, EPMDS. Ensure effective data management. Ensure ethics and professionalism is maintained. Demonstrate effective communication with staff, patients, colleagues, and clinicians. Exercise control over disciplinary action and all labor related issues. Relief the Assistant Manager Nursing in her/ his responsibilities in her / his leave of absence.
<b><u>ENQUIRIES</u></b>	: Mrs. N.C. Ngubo Tel No: (033) 395-4427
<b><u>APPLICATIONS</u></b>	: All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office. Applicants can send their Z83s and CVs using the following email address: <a href="mailto:HGRH.Recruitment@kznhealth.gov.za">HGRH.Recruitment@kznhealth.gov.za</a>
<b><u>FOR ATTENTION</u></b>	: Mr. T.C. Manyoni
<b><u>NOTE</u></b>	: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department Or from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2024. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	: 08 November 2024
<b><u>POST 39/103</u></b>	: <b><u>CLINICAL NURSE PRACTITIONER GRADE 1/2 SPECIALTY REF NO: PHC 26/2024 (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R451 533 – R530 376 per annum Grade 2: R553 545 – R686 211 per annum Other Benefits: 13th Cheque, 8% Inhospitable Area Allowance, and Medical Aid: Optional (Employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	: Harry Gwala Regional Hospital Gomane (X4 Posts) Mahlutshini (X1 Post) Nxamalala (X2 Posts)
<b><u>REQUIREMENTS</u></b>	: Senior Certificate /Grade 12, Degree /Diploma in General Nursing and Midwifery (obtainable from University/ College) Plus 1 year post basic qualification in Primary Health Care registered with the SANC, Registration certificate with the South African Nursing Council (SANC) as a General Nurse and Midwife. Experience Required: <b>Grade 1:</b> A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery and after obtaining the one year Post Basic Qualification in the Specialty (Primary Health Care). <b>Grade 2:</b> A minimum of fourteen (14) years appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in Advanced Midwifery and Neonatal Nursing after obtaining the one year Post Basic Qualification in qualification in the relevant Speciality (Primary Health Care). Demonstrate understanding of nursing legislation and related legal and ethical nursing practices

## **DUTIES**

: within a Primary health care environment. Demonstrate a basic understanding of HR and financial policies and practices. Good communications skills. Good interpersonal skills.

: Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost-effective manner. Manage 72 Hour observation ward for mental health care users. Manage and supervise effective utilization of human, financial and physical resources in the units. Ensure effective implementation of infection prevention and control practices by all staff including support service and cleaning staff. Supervise implementation of health care delivery policies, procedures, clinical guidelines, protocols, Operational and Strategic Plans aimed at improving service delivery. Facilitate and ensure the implementation of Departmental Priorities Ideal hospital realization and maintenance frame work and OHSC Norms and Standard. Monitor and evaluate the care and management of all patients and ensure the keeping of accurate and complete patients' records. Demonstrate a concern for patients, promoting and advocating a proper treatment and care. Monitor and evaluate staff performance, EPMDS. Ensure effective data management. Ensure ethics and professionalism is maintained. Demonstrate effective communication with staff, patients, colleagues, and clinicians. Exercise control over disciplinary action and all labor related issues. Relief the Assistant Manager Nursing in her/ his responsibilities in her / his leave of absence. Recommendation: Code Driver's License 10.

## **ENQUIRIES APPLICATIONS**

: Mrs. N.M. Ngubane Tel No: (033) 395-4330

: All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office. Applicants can send their Z83s and CVs using the following email address: [HGRH.Recruitment@kznhealth.gov.za](mailto:HGRH.Recruitment@kznhealth.gov.za)

## **FOR ATTENTION NOTE**

: Mr. T.C. Manyoni

: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2024. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

## **CLOSING DATE**

: 08 November 2024

## **POST 39/104**

: **CLINICAL NURSE PRACTITIONER REF NO: SAHELIM 01/2024 (X2 POSTS)**

## **SALARY**

: Grade 1: R451 530 - R536 376 per annum

: Grade 2: R553 545 - R686 211 per annum

: Other Benefits: 13th cheque, 12% rural allowance, Homeowners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

## **CENTRE REQUIREMENTS**

: Elim Clinic

: **Grade 1:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. **Grade 2:** Senior Certificate (Grade 12) or equivalent qualification plus, Diploma/ Degree in General nursing and Midwifery plus, Current registration certificate with SANC as a professional Nurse in General Nursing and Midwifery (2023) plus, Post-Basic Diploma in Clinical Nursing Science, Health assessment, Diagnostic Treatment and Care (PHC) with duration of at least one (1) year plus A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing, at Least one (1) year Post Basic Nursing

qualification in Clinical Nursing Science, Health Assessment, Diagnostic Treatment and Care. Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlisted. N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted. Knowledge, Skills and Competencies: Knowledge of SANC rules and regulations, Knowledge of legislative framework and departmental prescripts, Ability to formulate patients care related policies, Knowledge of provincial acts and national acts policies, Knowledge of sound Nursing care delivery approaches, Basic financial management skills and conflict management skills, Knowledge of human resource management, Ability to formulate vision, mission and objectives of the unit, Communication skills and decision making, Ability to provide mentoring and coaching, Have leadership and supervisory skills, report writing and time management skills.charter.

#### **DUTIES**

: Ensure data management at all levels, Manage and supervise effective utilization of allocated resources, Demonstrate effective communication with patients, supervisors and other clinicians Including report writing monthly and statistics as required, able to plan and organize own work and support personnel to ensure nursing care diagnose, treat and Dispense medication, Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all Health programmes including NGOs, CBOs, and CHWs, Deputize the operational Manager in charge of the facility, Monitor infection Prevention and control within the facility, Assist with performance reviews i.e. EPMDS, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop as sense of care, Ensure that Batho Pele principles are implemented, Ensure increased accessibility of health services to all community members including Staff.

#### **ENQUIRIES APPLICATIONS**

: Ms VV Ncume, ST Andrews Hospital Tel No: (039) 433 1955  
: Please forward all applications to: the Chief Executive Officer, ST Andrew's Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew's Hospital or Email to [Standreshospital.HRjobapplication@kznhealth.gov.za](mailto:Standreshospital.HRjobapplication@kznhealth.gov.za)

#### **FOR ATTENTION NOTE**

: Human Resource Manager  
: Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: [www.kznhealth.gov.za](http://www.kznhealth.gov.za), The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. SAH/03/2023. Detailed Curriculum Vitae (CV). Information such as Educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department."

#### **CLOSING DATE**

: 08 November 2024

#### **POST 39/105**

: **CLINICAL NURSE PRACTITIONER (MOPD) REF NO: KCHC/CNP/09/2024 (X2 POSTS)**

#### **SALARY**

: Grade 1: R451 533 – R530 376 per annum  
Grade 2: R553 545 – R 686 211 per annum  
Benefits: 13th cheque, Rural Allowance (provided the post meets the requirements), Homeowners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

#### **CENTRE REQUIREMENTS**

: Kwamashu CHC  
: Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in clinical Nursing Science (Health Assessment, Treatment and Care) – Primary Health Care. Current registration with SANC as a Professional Nurse (2024 SANC receipt). A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Applicants are submitting only Z83 and CV on application, all other documents will be submitted by shortlisted candidates only. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and

policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

## **DUTIES**

: Implement the activities that are aimed at the reduction of infant, under five and maternal mortality. Implement activities aimed at the improvement of women's health. Ensure that high quality nursing care is rendered to all clients accessing maternal services in the facility taking into consideration that CARMA objectives; ESMOE; KINC; Helping Babies breath and IMCI programs are properly implemented. Implement BANC and other Antenatal care programs to enhance antenatal care to all pregnant women accessing care to the facility. Ensure that there is proper management and integration of HAST programs within the maternity unit of the facility. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of maternal and child health. Instill discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal clinic realization and maintenance (ICRM) and Norms and Standards (N&S). Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing services e.g. assist with relief duties to nursing management.

## **ENQUIRIES**

## **APPLICATIONS**

: Ms O Magwaza Tel No: (031) 501 1777

: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance at P61 Mkhawane Road, Kwa-Mashu, 4360 or emailed to: [Sbusiso.Mtshali@kznhealth.gov.za](mailto:Sbusiso.Mtshali@kznhealth.gov.za) or hand delivered to Human Resource Office, KwaMashu CHC.

## **NOTE**

: Application for employment form (new form Z83); which is obtainable at any Government Department or from the Website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Applicant must submit Z83 and updated Curriculum Vitae (CV) only. Copies of Identity document, driver's license, highest educational qualifications and professional registration certificates must not be submitted when applying for employment. These will be requested only from shortlisted candidates. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert (only from shortlisted candidates). People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref. LRP/KCHC/15/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Due severe budgetary constraints that the CHC is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided. Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) (effective from 01.01.2021) Due to budgetary constraints, shortlisted candidates will not be entitled to S&T payment for attending interviews.

## **CLOSING DATE**

: 08 November 2024

## **POST 39/106**

: **PROFESSIONAL NURSE GRADE 1/2 SPECIALTY - OPERATING THEATRE AND CSSD**  
**REF NO: NURS 27/2024 (X4 POSTS)**

## **SALARY**

: Grade 1: R451 533 – R530 376 per annum  
Grade 2: R553 545 – R686 211 per annum  
Other Benefits: 13th Cheque, 8% Inhospitable Area Allowance, and Medical Aid: Optional (Employee must meet prescribed requirements)

## **CENTRE**

## **REQUIREMENTS**

: Harry Gwala Regional Hospital  
: Senior/ Matric Certificate. Diploma/Degree in General Nursing and in Midwifery registered with SANC. One year Post Basic Qualification degree/ diploma in Operating Theatre Nursing Science, registered with SANC. Experience required: **Grade 1:** A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery and after obtaining the one year Post Basic Qualification in the Specialty in Operating Theatre. **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in Advanced Midwifery and Neonatal Nursing after obtaining the one year Post Basic Qualification in qualification in the relevant Speciality (Primary Health Care). Knowledge of Operating Theatre and sterilizing unit processes. Strong interpersonal, good communication skills- verbal and written and presentation skills. Knowledge of disciplinary processes. Knowledge of basic/standard management principle of approach. Sound communication, interpersonal, counselling and time management skills. Knowledge of nursing

	care processes and procedures, nursing statuses and other relevant legal framework. Understanding of Human Resource needs and developments.
<b><u>DUTIES</u></b>	: Ensure high standard of quality patient/ nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in developing/establishing and maintaining constructive working relationship with nursing and other stakeholders. Provide optimal, holistic specialized nursing care provided within the set standards and professional / legal framework. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Norms and Standards Regulation, Occupational Health and Safety Act and all other applicable prescripts. Co-ordinate functions and activities of the department. Assist in maintaining, controlling, managing and supervising for effective and efficient utilization of all the resources e.g. human, financial material (cost containment). Assist with staff allocation/ change list, day and night duty rosters and inputs for leave. Assist in orientation, induction and monitoring of all nursing staff. Assist in ensuring a high standard of infection prevention and control of infection in the Unit.i.e prevent cross infection and maintain environmental hygiene. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Participate in planning/ organizing, formulation, analysis, implementation and monitoring of specialized unit objectives, policies and procedures. Assist in completion of patient related data and partake in training and research. Maintain professional growth/ ethical standards and self-development. Participate in staff development using EPMDS System and other work related programs and training and implement EAP. Teach and supervise of team members and mentor student Nurses. Assist with Operational Manager relief duties and act as junior shift leader on both day and night shifts. Assist exercising control over discipline, grievance and all labour relations issues as well as management of absenteeism.
<b><u>ENQUIRIES</u></b>	: Mrs. N.C. Ngubo Tel No: (033) 395-4427
<b><u>APPLICATIONS</u></b>	: All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office. Applicants can send their Z83s and CVs using the following email address: <a href="mailto:HGRH.Recruitment@kznhealth.gov.za">HGRH.Recruitment@kznhealth.gov.za</a>
<b><u>FOR ATTENTION</u></b>	: Mr. T.C. Manyoni
<b><u>NOTE</u></b>	: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department Or from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2024. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.
<b><u>CLOSING DATE</u></b>	: 08 November 2024
<b><u>POST 39/107</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1/2 SPECIALTY - PSYCHIATRY REF NO: NURS 28/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R451 533 – R530 376 per annum Grade 2: R553 545 – R686 211 per annum Other Benefits: 13th Cheque, 8% Inhospitable Area Allowance, and Medical Aid: Optional (Employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	: Harry Gwala Regional Hospital
<b><u>REQUIREMENTS</u></b>	: Grade 12 or Senior Certificate, Registration with the South African Nursing Council (SANC) as a Professional Nurse. Basic R425 qualification i.e., Diploma/Degree in Nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Qualification in Psychiatric Nursing (R880) for those who hold a Bridging to PN Qualification (R683). Diploma in advanced Psychiatric Nursing) Experience required: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration with the

SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in Psychiatry Nursing after obtaining the one year Post Basic Qualification in qualification in the relevant Speciality (Psychiatry). Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health, and Safety Act, Patient Rights Charter, Batho-Pele principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Good communication skills. Report writing skills. Facilitation skills. Coordination skills. Problem solving skills. Planning and organizing skills. Ability to function as part of a team. Decision making skills. Computer skills.

#### **DUTIES**

: Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Screening of all new clients using SDQ (Strength and Difficulties questionnaire). Implement a comprehensive nursing care plan/program for the promotion of health, self-care, treatment, and rehabilitation of patients. Conduct risk assessments on all admissions and on an ongoing basis. Conduct psychosocial rehabilitation assessment on the first week of MHCU admission using Child And adolescent Unit or Adult Psychiatric specific tool, and present findings to MDT. Analyse PSR tool assessment findings, identify MHCU needs, and implement interventions. Conduct discharge support follow up for in patients every 3 months, 6 months, 1 year and give feedback to MDT. Implement a comprehensive nursing care plan/program for the promotion of health, self-care, treatment, and rehabilitation of patients. Collaborate with member of the multi-disciplinary health team and assist in decision-making pertaining to health care delivery. Direct, supervise and evaluate health promotion and illness prevention initiatives. Direct, supervise the implementation of the specialized nursing programme. Train / Mentor subordinates on behaviour modification, parenting skills program and handling challenging behaviours for MHCUs. Support health and safety initiatives in the ward. Ensure continuity of care by providing a comprehensive handover to the nursing team. Utilise human, material, and physical resources efficiently and effectively. Participation in training and research. Participate in centralised training. Review and build on existing speciality programmes. Support the journal club initiatives in the unit. Contribute to the education and professional development of Professional Nurse General, Enrolled Nurses, Nursing Assistant and students. Participate in and promote research activities. Provision of Support to Nursing Services. Implement the patient safety incident reporting procedure in the unit. Implement the IOD procedure in the unit. Maintain professional growth/ethical standards and self-development. Protect and advocate rights of patients regarding health care. Effective complaints management Recommendation: Diploma / Degree in Midwifery Registered with SANC.

#### **ENQUIRIES APPLICATIONS**

: Mrs. N.C. Ngubo Tel No: (033) 395-4427  
: All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office. Applicants can send their Z83s and CVs using the following email address: [HGRH.Recruitment@kznhealth.gov.za](mailto:HGRH.Recruitment@kznhealth.gov.za)

#### **FOR ATTENTION NOTE**

: Mr. T.C. Manyoni  
: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2024. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.

#### **CLOSING DATE**

: 08 November 2024

#### **POST 39/108**

: **PROFESSIONAL NURSE GRADE 1/2 SPECIALTY - CRITICAL CARE/TRAUMA NURSING  
SCIENCE REF NO: NURS 29/2024 (X4 POSTS)**

#### **SALARY**

: Grade 1: R451 533 – R530 376 per annum



	Grade 2: R553 545 – R686 211 per annum
	Other Benefits: 13th Cheque, 8% Inhospitable Area Allowance, and Medical Aid: Optional (Employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	<p>: Harry Gwala Regional Hospital</p> <p>: Grade 12 or Senior Certificate, Diploma/Degree in General Nursing (obtained from the University/College), SANC registration certificate as the Professional Nurse, One year Post Basic Qualification degree/ diploma in Critical care/Trauma Nursing Science, registered with SANC. <b>Grade 1:</b> A minimum of four (4) years appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing with a Post Basic in Critical Care/Trauma Nursing Science. <b>Grade 2:</b> A minimum of fourteen (14) years appropriate / recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in Critical Care/Trauma Nursing after obtaining the one year Post Basic Qualification in Critical Care/Trauma Nursing Science. Strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Knowledge of nursing care processes and procedures, nursing statuses and other relevant legal framework.</p>
<b><u>DUTIES</u></b>	: Provide holistic specialized quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, National Core Standards, Occupational Health and Safety Act and all other applicable prescripts. Manage and supervise effective utilization of all the resources e.g. human, financial material. Manage/prevention and control of infection in the Unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Ensure the unit complies with Infection Prevention and Control. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in staff development using EPMDS System and other work related programmes and training. Support and mentor student Nurses. Exercise control over discipline, grievance and all Labour Relations issues. Actively participate in resuscitation activities in the unit. Must be able to handle medical, surgical and trauma emergencies and high risk conditions Recommendation: Diploma / Degree in Midwifery registered with SANC.
<b><u>ENQUIRIES APPLICATIONS</u></b>	<p>: Mrs. N.C. Ngubo Tel No: (033) 395-4427</p> <p>: All applications to be posted to: The Chief Executive Officer, Harry Gwala Regional Hospital, Private Bag X 509, Plessislaer, 3216 or hand delivered to the box main gate behind the security office. Applicants can send their Z83s and CVs using the following email address: <a href="mailto:HGRH.Recruitment@kznhealth.gov.za">HGRH.Recruitment@kznhealth.gov.za</a></p>
<b><u>FOR ATTENTION NOTE</u></b>	<p>: Mr. T.C. Manyoni</p> <p>: The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department Or from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a>. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2024. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Harry Gwala Regional Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: All appointments will be made in accordance with the Employment Equity targets of the Hospital. People with disabilities are encouraged to apply.</p>
<b><u>CLOSING DATE</u></b>	: 08 November 2024
<b><u>POST 39/109</u></b>	: <b><u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1/2/3 REF NO: EMP02/2024</u></b> Component: ARV-Rollout
<b><u>SALARY</u></b>	: Grade 1: R250 947 – R282 927 per annum

	Grade 2: R290 436 – R307 221 per annum
	Grade 3: R313 306 – R355 812 per annum
	13th Cheque, Home Owners Allowance (Employee must meet prescribed requirements), Medical aid (Optional)
<b><u>CENTRE REQUIREMENTS</u></b>	: Queen Nandi Regional Hospital (Empangeni)
	: Senior Certificate / Grade 12. Registration with SAPC as a Pharmacist Assistant (Post Basic). Current Registration with SAPC. Experience Required: <b>Grade 1:</b> No experience required. <b>Grade 2:</b> Minimum of 5 years' relevant experience after registration with SAPC as a Pharmacist Assistant (Post Basic). Grade 3 Minimum of 13 years' relevant experience after registration with SAPC as a Pharmacist Assistant (Post Basic). Knowledge, Skills and Competencies Required: Computer literacy, good communication, numeric and interpersonal skills. Organizational, planning, problem solving and time management skills. Knowledge of departmental work processes and procedures. Stock management – basic procedures and principles. Willingness to undergo further training as a pharmacy assistant. Must be pleasant, compassionate and diplomatic and be able to work under pressure.
<b><u>DUTIES</u></b>	: Requisition for and prepare medicines for dispensing. Supply wards and departments with medicines according to departmental policies. Collect and maintain accurate and appropriate records. Perform all duties in accordance with regulations of the professional standards and according to scheduled duties. Pre-packing of pharmaceutical and non-pharmaceutical products, manufacture/compounding of non-sterile pharmaceutical products under supervision of a pharmacist. Maintain good housekeeping in the pharmaceutical environment. Provide basic primary health education. Promote communication to and with a patient in the execution of the functions described. Labelling of stock.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Dr M Samjowan Tel No: (035) 907 7008 / Ms N Moodley Tel No: (035) 907 7010
	: All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880 <a href="mailto:queennandihospital.hrjobapplication@kznhealth.gov.za">queennandihospital.hrjobapplication@kznhealth.gov.za</a>
<b><u>FOR ATTENTION NOTE</u></b>	: Deputy Director Human Resources Mr SM Ndabandaba Tel No: (035) 907 7011
	: Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> (effective from 01.01.2021). The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. Detailed Curriculum Vitae (CV). Information such as educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must be available for interviews at a date and time determined by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications and registration certificates (where applicable) prior to the date of the interview.
<b><u>CLOSING DATE</u></b>	: 15 November 2024

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

*Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development as outlined on the attached "Annexure A". Women and people with disabilities are encouraged to apply.*

**APPLICATIONS**

- : Applicants must quote the relevant reference number on the application and apply on the following website: <https://erecruitment.limpopo.gov.za> or the below addresses:
- Head office:** Polokwane; Tompi Seleka College of Agriculture, Madzivhandila College of Agriculture and Mara Research Centre: The Acting Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.
- Mopani District:** The Director Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building, Giyani 0826.
- Waterberg District:** The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle 0510 or hand delivered to: NTK Building, Modimolle 0510.
- Capricorn District:** The Director: Capricorn District, Limpopo Department of Agriculture and Rural Development, Private Bag X28, Chuenespoort 0745 or hand delivered to: Block 28 Next to Traffic Government offices, Lebowakgomo.
- Sekhukhune District:** The Director: Sekhukhune District, Limpopo Department of Agriculture and Rural Development, Private Bag X01, Chuenespoort 0745 or hand delivered to: Block 27 Next to Traffic Government offices, Lebowakgomo.
- Vhembe District:** The Director: Vhembe District, Limpopo Department of Agriculture and Rural Development, Private Bag X2247, Sibasa 0970 or Physical address: Handed in at Makwarela Government offices.

**CLOSING DATE**

- : 08 November 2024 at 16H00.

**NOTE**

- : Applications should be submitted on the prescribed 2021 Z83 form obtainable from all Government Departments or can be downloaded from [www.gov.za](http://www.gov.za). Applicants must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will result in disqualification. The z83 form must be fully completed, duly signed, dated, and initialed by the applicant. The following must be considered in relation to completion of the new z83 form by the applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields must be completed in full except the following; South African applicants need not provide passport numbers, If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "if your profession or occupation requires official registration, provide date and particulars of registration" if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information required is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The question related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. The application must include only completed and signed Z83 form and A recently updated comprehensive CV (with detailed previous experience). Additional documents / Certified copies of the Identity Document, and the required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the date of the interview date. The applicant may submit additional information separately where the space provided on z83 form is not sufficient. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage receiving and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department should subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial checks and security vetting. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such an evaluation report (only when shortlisted). Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations.

Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. Note: The full contents of the advertised posts will be posted on the following websites: [www.ldard.gov.za](http://www.ldard.gov.za) / and [www.limpopo.gov.za](http://www.limpopo.gov.za)

#### OTHER POSTS

<b><u>POST 39/110</u></b>	:	<b><u>STATE VETERINARIAN REF NO: LDARD 1/9/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R849 702 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation
<b><u>CENTRE</u></b>	:	Waterberg District
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate NQF level 8 qualification in Veterinary medicine (BVSc/BVMCH) as recognised by SAQA and current registration with the South African Veterinary Council and a valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Thorough knowledge of the Meat Safety Act. Animal Diseases Act and supporting legislation and policies. Working knowledge of food safety risk management system. Interest and knowledge in veterinary pathology. Excellent interpersonal, negotiation and communication skills (verbal & written). Extensive knowledge on disease control programmes, Knowledge of international trade and legislation. Computer proficiency skills will be tested.
<b><u>DUTIES</u></b>	:	Manage animal disease control in the Local Agricultural offices. Management of Veterinary Services personnel and resources in the Local Agricultural offices. Formulation and implementation of disease control strategies and policies in the Local Agricultural Offices. Monitor and evaluate disease control strategies in the Local Agricultural Offices. Manage animal identification in the Local Agricultural Offices. Liaison with other role players
<b><u>ENQUIRIES</u></b>	:	Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana RM Tel No: (014) 717 1324
<b><u>POST 39/111</u></b>	:	<b><u>ENGINEER PRODUCTION GRADE A REF NO: LDARD 2/9/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R833 499 per annum, all-inclusive package to be structured in accordance with OSD dispensation
<b><u>CENTRE</u></b>	:	Capricorn District
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus BSc Degree in Agricultural Engineering. Compulsory registration with ECSA as Professional Engineer (Current proof of registration must be attached). A minimum of three (03) years post qualification experience in Agricultural Engineering. A valid driver's licence (with exception of people with disabilities) (Attach proof). Knowledge, Competencies and Skills: Sound knowledge and understanding of engineering legislation and policy frameworks, Sound knowledge and understanding project management, Agricultural Engineering on planning, design, development and implementation. Project management, financial management, strategic management and construction and contract management, Report writing skills, communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	Planning of infrastructure projects, Provide designs with specifications for Agricultural Engineering solutions. Provide clients/producers with Engineering advice. Provide farm structures and mechanization services. Provide irrigation support services. Provide project management for the RESIS programme. Provide soil and water engineering. Assist with final certificate issued for infrastructure constructed. Attend Departmental administrative obligations and official meetings. Serve and represent the department in relevant inter-governmental structures at district and local level. Prepare and submit reports for the engineering programme performance. Ensure sound financial management and accountability. Ensure effective human resources and asset management in line with relevant legislation and policies.
<b><u>ENQUIRIES</u></b>	:	Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
<b><u>POST 39/112</u></b>	:	<b><u>ASSISTANT DIRECTOR: RURAL DEVELOPMENT FACILITATION AND SUPPORT SERVICES (REF NO: LDARD 3/9/2024) (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R552 081 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Mopani District Office)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate qualification NQF level 7 in Agriculture or equivalent tertiary qualification as recognized by SAQA. A minimum of 3 years relevant experience at Supervisory level in Agricultural Advisory environment. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Extensive knowledge and understanding of Public Service Act, Public Service Regulations, Relevant DPSA Prescripts, Division of Revenue Act, Public Finance Management Act, Land Redistribution for Agricultural Development Policy, Land Reform Act, 1997 (Act 3 of 1997), Policies and Strategies: APAP, RAAVC, Limpopo Development Plan, National Policy on Comprehensive Producer Development Support. Project management skills, Computer literacy (Excel Spreadsheets, Power Point and Microsoft Word), Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive; Flexible; Willing to work under changing and difficult

circumstances. Strategic capability and leadership, People Management and empowerment, Programme and project management, Financial Management Change management. Knowledge Management, Service delivery innovation, problem solving analysis, client orientation and customer focus, communication.

**DUTIES** : Coordinate and conduct social facilitation and participatory community development processes. Facilitate skills development. Facilitate co-operation between communities and public and private sector organizations. Sensitize rural communities on rural development initiatives. Conduct household profiling services. Provide post settlement support services. Establish and strengthen existing institutions for socio-economic development. Intergovernmental coordination municipalities, provincial and national departments and policies.

**ENQUIRIES** : Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 3228 and Ms. Hlungwani G Tel No: (015) 812 3211

**POST 39/113** : **ASSISTANT DIRECTOR: EXTENSION AND ADVISORY SERVICES REF NO: LDARD 4/9/2024) (X1 POST)**

**SALARY** : R552 081 per annum (Level 10)  
**CENTRE** : Waterberg South Central Zone  
**REQUIREMENTS** : Grade 12 plus an appropriate qualification NQF level 6 in Natural Resource Grade 12 plus an appropriate qualification NQF level 7 in Agriculture/ Crop Production or equivalent appropriate tertiary qualification as recognized by SAQA. A minimum of 3 years relevant experience at Supervisory level in Extension and Advisory Services. Compulsory registration with a professional body (e.g. SACNASP). A Valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Extensive knowledge in agricultural advisory. Knowledge of production planning and management. Knowledge of Public Service Legislation. IDPS, PGDS and CASPJ extension norms and standards. Report writing skills, Computer skills, Problem solving skills, Analytical skills, and ability to communicate with stakeholders at all levels. Knowledge of new agricultural technology and agricultural technical knowledge. Knowledge of project monitoring and evaluation. Knowledge of planning and organising, Facilitation skills. Networking skills and knowledge of other agricultural programmes, e.g. CASP, Letsema, Extension Recovery Plan (ERP), Land care and Fetsa Tlala. Language proficiency will be tested. Thorough knowledge report writing, problem solving, decision making, communication, computer literacy, presentation. Management and financial, Goal driven, Dedicated, Assertiveness, well discipline, conflict management, leadership development, teamwork and good communication.

**DUTIES** : Provide leadership and allocate responsibilities ties to the extension and advisory personnel in the service center. Ensure the provision of institutional and technical support to all Agricultural programmes. Ensure technical support to poverty alleviation programmes, food, security, youth, disabled, woman, emerging and commercial farmers. Monitoring and evaluation of extension and advisory personnel (All personnel in service centre) in relation to the planned programmes. coordinates linkages with stakeholders.

**ENQUIRIES** : Ms. Kekana RM Tel No: (014) 717 4949/2523 or Mr. Nkoko KA Tel No: (014) 717 1064/2523

**POST 39/114** : **CONTROL VETENERINARY TECHNOLOGIST REF NO: LDARD 5/9/2024 (X1 POST)**

**SALARY** : R552 081 per annum (Level 10)  
**CENTRE** : Lephalale Laboratory  
**REQUIREMENTS** : Grade 12 plus an appropriate minimum qualification NQF Level 6 in Veterinary Technology or equivalent appropriate tertiary qualification as recognised by SAQA. Registration with the South African Veterinary Council. A minimum of 6 years' experience in Veterinary Technologist. A Valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills. Computer literacy skills. Quality management skills. Managerial and supervisory skills.

**DUTIES** : Undertake more advanced Veterinary Laboratory Diagnostic testing. Coordinate and supervise the activities of the Veterinary Technologists in the Laboratory. Ensure that Veterinary Technologists populate data bases with the latest information (e.g. LIMS) to provide national and provincial veterinary statistics. Act as Quality Control Officer for the Laboratory. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Veterinary Diagnostic laboratory. To perform all administrative and related functions in work-related issues.

**ENQUIRIES** : Ms. Modiba MM Tel No: (015) 294 3170, Ms. Mtswepe PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

**POST 39/115** : **QUALITY ASSURANCE MANAGER REF NO: LDARD 6/9/2024 (X1 POST)**  
 (Twelve months fixed term contract)

**SALARY** : R552 081 per annum (Level 10)  
**CENTRE** : Tompi Selekla College)  
**REQUIREMENTS** : Grade 12 plus an appropriate NQF Level 6 Professional qualification in Education/ Agriculture or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of three (03) years' experience at junior management level/ Assistant Director. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge in policy

formulation, interpretation and implementation. Knowledge of all relevant legislative frameworks governing Education and Training Institutions. Sound knowledge of quality assurance. Planning & Organizing skills. Formal training and presentation skills. Computer proficiency skills will be tested. Knowledge of higher and further education accreditation system.

**DUTIES** : To manage all Agricultural Training Institute (ATI) policies. To ensure total quality assurance management systems and procedures. To coordinate accreditation processes with Council of Higher Education (CHE). Ensure accountability on quality planning. Ensure compliance with the accreditation requirements linked to curriculum and staff development. Coordinate all ATI committees and partnerships. Perform and oversee administrative and related functions.

**ENQUIRIES** : Ms. Modiba MM Tel No: (015) 294 3170, Ms. Mtswe PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

**POST 39/116** : **ENGINEERING TECHNICIAN REF NO: LDARD 7/9/2024 (X1 POST)**

**SALARY** : R371 253 per annum, all-inclusive package to be structured in accordance with OSD dispensation.

**CENTRE** : Waterberg District

**REQUIREMENTS** : Grade 12 plus a National Diploma or bachelor's degree in engineering or equivalent qualification as recognised by SAQA. Compulsory registration with the Engineering Council of South Africa as a Professional Engineering Technician. 06 years' appropriate experience. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Project management, technical design and analysis knowledge, Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting networking. Professional judgement. Problem solving and analysis. Decision making Team leadership. Creativity. Change management. Financial management. Customer focus and responsiveness. Communication Computer skills. Planning and organising People management.

**DUTIES** : Manage and control the planning and design of infrastructure, irrigation and mechanization (including farm plans, surveying, irrigation schemes, pump houses, dams, soil conservation works, in roads, implements, sterilization plants etc.) in compliance with relevant legislation. Management technical support of infrastructure, irrigation and mechanization projects. Render a technical advisory service to stakeholders. Keep abreast of the applicable prescripts, policies, procedures, technologies, and new developments in the subject field. Perform administrative and related functions

**ENQUIRIES** : Ms. Kekana RM Tel No: (014) 717 4949/2523 or Mr. Nkoko KA Tel No: (014) 717 1064/2523

**POST 39/117** : **ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT REF NO: LDARD 8/9/2024 (X1 POST)**

**SALARY** : R444 036 per annum (Level 09)

**CENTRE** : Head Office: Polokwane

**REQUIREMENTS** : Grade 12 plus an appropriate qualification NQF level 6 in Financial Accounting or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 3–5 years' experience at Supervisor level at Salaries or Payroll Management. Knowledge of BAS, Extensive Knowledge of PERSAL for Salaries Knowledge of Vulindlela, valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills Knowledge of PFMA and Treasury Regulations, Strong Financial Management Skills Good communication skills (verbal and written), problem solving, time management Computer skills (Excel and Word) Policy Analysis Skills Conflict Management Skills.

**DUTIES** : Authorization of salary related deductions. Authorization of salary related claims in line with the thresh hold in BAS and PERSAL. Conduct Staff Audits Authorize IRP5 reconciliations. Facilitate certification of Payroll. Perform monthly reconciliation to Treasury. Preparation of monthly PERSAL and BAS Reconciliation Preparation of salary ACB transactions. Compilation of all salary related journals. Preparation of salary related quarterly and annual accruals. Compilation of Interdepartmental Age Analysis reports. Clearing of suspense Account Perform Tax reconciliations. Update, correct and print IRP5's. Perform Tax recalculation for gratuity payments. Handling of PERSAL related credit transfers. Lifting of item and Aggregate limits. Correction of CSV validation errors. Monthly submissions of SARS returns (EMP201) Bi-Annual and Annual submission of SARS returns (EMP501) PERSAL Controller. Supervision of Staff.

**ENQUIRIES** : Mr. Modiba MM Tel No: (015) 294 3170, Ms. Mtswe PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

**POST 39/118** : **ASSISTANT DIRECTOR: FACILITIES AND RECORD MANAGEMENT REF NO: LDARD 9/9/2024 (X1 POST)**

**SALARY** : R444 036 per annum (Level 09)

**CENTRE** : Capricorn District

**REQUIREMENTS** : Relevant tertiary qualification with NQF 6 in Public Management, HRM, Record Management or equivalent appropriate relevant tertiary qualification as recognised by SAQA. 3-5 years relevant experience in Facilities and Record Management. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills Management

	Knowledge. Policy interpretation, Knowledge of record management, Project Management, Leadership skills. Facility Management, Human Resource Management, Change Management, Communication skills and Computer literacy.
<b><u>DUTIES</u></b>	: Provide general records management, Provide Human Resource records management, Render registry and messenger services, Render logistical support services and Render facility management.
<b><u>ENQUIRIES</u></b>	: Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619
<b><u>POST 39/119</u></b>	: <b><u>VETERINARY TECHNOLOGIST REF NO: LDARD 10/9/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	: R376 413 per annum (Level 08)
<b><u>CENTRE</u></b>	: Mokopane Laboratory
<b><u>REQUIREMENTS</u></b>	: Grade 12 plus an undergraduate qualification NQF level 6 in Veterinary Technology. Current proof of registration with the South African Veterinary Council as Veterinary Technologist. A minimum of one (1) year experience in Veterinary Laboratory. Valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Proven interpersonal, negotiation & communication skills (verbal & written). Time management. Computer proficiency skills will be tested. Quality assurance, Reproduction, Parasitology, hygiene survey and Serology.
<b><u>DUTIES</u></b>	: The incumbents must render a technical support service to the laboratory veterinarian, which includes the doing of serological, histological, biochemical and toxicological analysis, as well as the identification of microorganisms, internal and external parasites. Information management. Analyse and interpret laboratory diagnostic tests results. Review and verification of laboratory test results. Participate in the compilation of SOP's and implementation of approved SOP's in accordance with the applicable quality management system. Control and maintenance of laboratory equipment, including calibration. Stock control of the relevant diagnostic section.
<b><u>ENQUIRIES</u></b>	: Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<b><u>POST 39/120</u></b>	: <b><u>AGRICULTURAL ADVISOR: EXTENSION AND ADVISORY SERVICES (X14 POSTS)</u></b>
<b><u>SALARY</u></b>	: R376 413 per annum (Level 08)
<b><u>CENTRE</u></b>	: Sekhukhune South Central Ref No: LDARD 11/9/2024 (X2 Posts) Capricorn East Ref No: LDARD 12/9/2024 (X2 Posts) Capricorn South Ref No: LDARD 13/9/2024 (X3 Posts) Vhembe Central Ref No: LDARD 14/9/2024 (X3 Posts) Vhembe West Ref No: LDARD 15/9/2024 (X3 Posts) Mopani East Ref No: LDARD 16/9/2024 (X1 Post)
<b><u>REQUIREMENTS</u></b>	: Grade 12 plus an appropriate minimum qualification NQF Level 8 in agricultural extension or equivalent appropriate tertiary qualification as recognised by SAQA. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) or other applicable and recognized statutory body. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies, and Skills: Computer skills. Knowledge of extension methodology. Communication/presentation skills.
<b><u>DUTIES</u></b>	: To promote sustainable development in the agricultural sector through the application of the appropriate extension principles and methods. Render scientific and technical advice to internal and external clients under mentorship to ensure sustainable development. Provide technical support in terms of planning, advice and after-care for organized agriculture and other agricultural stakeholders. Provide technical support on Government funded projects (such as CASP, LRAD etc.) and also assist with planning, advice and after-care. Promote sustainable production of Agricultural products. Involvement in research activities under guidance of seniors. Perform administrative and related functions. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective extension service.
<b><u>ENQUIRIES</u></b>	: Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000 Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619 Vhembe District: Mr. Nemukondeni TC Tel No: (015) 9632006, Ms. Rathogwa MM Tel No: (015) 9632006 Mopani District: Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 3228 and Ms. Hlungwani G Tel No: (015) 812 3211
<b><u>POST 39/121</u></b>	: <b><u>AGRICULTURAL ADVISOR/LECTURER: ANIMAL PRODUCTION REF NO: LDARD 17/9/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	: R376 413 per annum (Level 08)
<b><u>CENTRE</u></b>	: Tompi Seleka College of Agriculture
<b><u>REQUIREMENTS</u></b>	: Grade 12 plus an appropriate minimum qualification NQF Level 8 in Agriculture in Animal Production /Science or equivalent appropriate tertiary qualification as recognised by SAQA. minimum of two (02) years' experience in Animal Production. Teaching experience will be an

added advantage. Knowledge, Competencies and Skills: Advanced communication/Presentation skills. Knowledge of project planning and management. Computer literacy skills. Problem solving and conflict management skills. Planning and organizing skills. Ability to work with people of diverse culture and communicate and interact at various levels. Good verbal and written communication skills. Ability to travel, work under pressure and beyond normal working hours.

**DUTIES** : Provision of lectures in large and small ruminants (Beef and small stock production and other animal science related modules/subjects). Provide lectures to Diploma students and farmers. Help during selection, admission and orientation of first year students. Research information on the internet and library. Prepare learner, practical, workbook, facilitator guide and lesson plan. Prepare tests, assignments, quiz, tutorial and their memorandums. Prepare examination and reexamination question papers. Mark tests, assignment scripts and prepare semester and final mark. Invigilates during tests and examinations. Providing counselling, mentoring, coaching, and parental and pastoring roles. Placing and monitoring of students on work integrated learning/experimental learning. Marking or assessment of work integrated learning/Experiential learning reports. Conducting outreach service. Assist Head of Department - Animal Production in work-related issues.

**ENQUIRIES** : Mr. Modiba MM Tel No: (015) 294 3170, Ms. Mtsweni PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

**POST 39/122** : **ANIMAL HEALTH TECHNICIAN (X2 POSTS)**

**SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Capricorn Northwestern Ref No: LDARD 18/9/2024 (X1 Post)  
 Mopani West Ref No: LDARD 19/9/2024 (X1 Post)

**REQUIREMENTS** : Grade 12 plus an appropriate qualification NQF level 6 in Animal Health or equivalent appropriate tertiary qualification as recognised by SAQA. Compulsory registration with the South African Veterinary Council as Animal Health Technician. A valid driver's licence (with exception of people with disabilities). No experience required. Knowledge, Competencies, and Skills: Excellent interpersonal, communication and negotiation skills. Time management. Thorough knowledge of Animal Diseases Act, 1984 (Act 35 of 1984). Thorough knowledge of Animal Identification Act, 2002 (Act 6 of 2002). Knowledge of Meat Safety Act, 2000 (Act 40 of 2000). Thorough knowledge of specific diseases control programmes and eradication schemes. Knowledge of the PFMA. Computer proficiency. Report writing skills.

**DUTIES** : To render an Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act 35/1984). Implement disease control measures. Render a support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement. Assist in the provision of extension services on animal health to animal owners. Perform administrative and related functions, which would, inter alia, entail populating databases and compile and submit monthly and quarterly reports.

**ENQUIRIES** : Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619. Mopani District: Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 2275

**POST 39/123** : **SENIOR STATE ACCOUNTANT: FINANCIAL AND MANAGEMENT ACCOUNTING REF NO: LDARD 20/9/2024 (X1 POST)**

**SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Vhembe District  
**REQUIREMENTS** : Grade 12 plus an appropriate qualification NQF level 6 in Accounting/ Financial Accounting / Financial Management as recognized by SAQA. A minimum of 2 years of experience in the finance/Financial Reporting environment. A valid driver's license (except for persons with disabilities)). Knowledge, Competencies and Skills: Knowledge of PFMA, Treasury regulations. Knowledge of the LOGIS, BAS and PERSAL system. Knowledge of finance, administration, planning and organizing, budgeting. Interpersonal and computer literacy skills. communication (verbal and written) skills.

**DUTIES** : Development and review of SCM policies and procedures. Responsible for the full Supply Chain Management procedures 'from demand management through to monitoring and contract management 'Administer and implement procurement in terms of the Procurement Plan, preferential procurement regulations, Supply Chain Management regulations and other legislated requirements. Compilation, implementation and reporting on the operational and risk plans related to Supply Chain Management. Monthly reporting includes but is not limited to relevant disclose notes. Responsible for the compiling and controlling of the business unit budget, managing all personal matters in the business unit and ensure timeous and correct payments of suppliers. Ensure and uninterrupted flow of goods and services of all users.

**ENQUIRIES** : Mr. Nemukondeni TC Tel No: (015) 9632006, Ms. Rathogwa MM Tel No: (015) 9632006

**POST 39/124** : **SENIOR ADMINISTRATIVE OFFICER: DISASTER COORDINATION REF NO: LDARD 21/09/2024 (X1 POST)**

**SALARY** : R376 413 per annum (Level 08)



<b><u>CENTRE REQUIREMENTS</u></b>	:	Sekhukhune District
	:	Grade 12 plus an appropriate qualification NQF level 6 in Land use planning, Agricultural Engineering Sciences, Civil engineering, Environmental or equivalent appropriate tertiary qualification as recognized by SAQA. A valid Driver s license (with exception of people with disabilities). Knowledge, Competencies and Skills: Knowledge of GIS application and other satellite data, Understanding of governmental service delivery environment, teamwork, PFMA, LRA, IDPS, LEGDP, Land care, Conflict Resolution, Community development. Good interpersonal relation skill, computer proficiency, Report writing skill, Communication skills.
<b><u>DUTIES</u></b>	:	Support/ Facilitate Implementation of integrated sustainable land use planning. Awareness Campaign on disaster risk reduction in the district. Implement disaster management programmes. Facilitate implementation of soil conservation services. Monitoring and evaluation of projects implementation. Facilitate and control extension services on Landcare.
<b><u>ENQUIRIES</u></b>	:	Ms. Laka MA Tel No: (015) 632 7000 or Ms.Mphahlele RS Tel No: (015) 632 7000
<b><u>POST 39/125</u></b>	:	<b><u>SCIENTIFIC TECHNICIAN GRADE A REF NO: LDARD 22/9/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R371 253 per annum, all-inclusive package to be structured in Accordance with OSD dispensation.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Towoomba Research Centre
	:	Grade 12 plus a Diploma in Science or relevant/equivalent qualification as recognised by SAQA. Compulsory registration with the SACNASP as a Certificated Natural Scientist. 3 years post qualification experience. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Technical Competencies: Programme and project management. Scientific methodologies. Research and development. Computer-aided scientific applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Data analysis. Mentoring. Generic competencies: Decision making. Team leadership. Analytical skills Creativity. Self-management. Financial Management. Customer focus and Responsiveness. Communication. Computer literacy. Networking. People management. Planning and organising. Conflict management. Change Management. Problem solving and analysis.
<b><u>DUTIES</u></b>	:	To provide technical support for research, assessment, evaluation, development, innovation and protection to ensure the sustainability of resources and contribute towards a knowledge economy. Develop and implement methodologies, policies, systems and procedures. Provide technical support and advice. To perform technical scientific analysis and regulatory functions. Research and development. Human capital development.
<b><u>ENQUIRIES</u></b>	:	Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<b><u>POST 39/126</u></b>	:	<b><u>REGISTRY CLERK (SUPERVISOR): FACILITIES AND RECORD MANAGEMENT REF NO: LDARD 23/9/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R308 154 per annum (Level 07)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Waterberg District Office
	:	Grade 12 Certificate or equivalent appropriate qualification as recognised by SAQA. A minimum of three years' experience in registry with a valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: knowledge of registry duties, practices as well as the ability to capture date, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Good verbal and written communication skills, Interpersonal relations skills, Flexibility, Teamwork, Computer proficiency, Planning and organizational skills. Communication skills. Interpersonal skills. Report writing skills. Knowledge of Batho Pele Principles.
<b><u>DUTIES</u></b>	:	Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and/disposal. Supervise human resource/staff.
<b><u>ENQUIRIES</u></b>	:	Ms. Kekana RM Tel No: (014) 717 4949/2523 or Mr. Nkoko KA Tel No: (014) 717 1064/2523
<b><u>POST 39/127</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: HRD AND TRANSFORMATION REF NO: LDARD 24/9/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R308 154 per annum (Level 07)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mopani District Office
	:	Grade 12 plus NQF level 6 in Public Management/ Administration / Human Resource Management/ Human Resource Development/ Social Science / Psychology Qualification or equivalent appropriate tertiary qualification as recognised by SAQA. A minimum of 2 to 3 years' experience. PERSAL Certificate/ Results. A valid driver's licence (with exception of people with disabilities). Knowledge, Competencies and Skills: Public Service Regulations. Public Service Act, EEA. Able to handle confidential information. Knowledge of Persal System. Strong organizational skills. Communication skills. Interpersonal skills. Experience with technology and

	software. Problem-solving skills. Customer service skills. Knowledge of the PFMA. Computer proficiency. Report writing skills. Knowledge of Batho Pele Principles.
<b><u>DUTIES</u></b>	: Provide Safety, Health, Environment and Special Program Services. Provide HIV / AIDS, HAST, Cancelling and Health Productivity Management Services. Provide employee health and Wellness Service. Provide Performance Management and Development System Service. Provide Human Resource Training and Development Services. Capturing of Quarterly Mid / Annual Terms into the PERSAL System. Render Administrative Support Services.
<b><u>ENQUIRIES</u></b>	: Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 3228 and Ms. Hlungwani G Tel No: (015) 812 3211
<b><u>POST 39/128</u></b>	: <b><u>ARTISAN PRODUCTION GRADE A (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	: R230 898 per annum, (OSD) : Capricorn District Office Ref No: LDARD 25/9/2024 (X1 Post) : Waterberg District Office Ref No: LDARD 26/9/2024 (X1 Post)
<b><u>REQUIREMENTS</u></b>	: Grade 12 plus an appropriate Trade Test Certificate or equivalent appropriate tertiary qualification as recognised by SAQA. A Valid driver's license (With exception of people with disabilities). Knowledge, Competencies and Skills: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process. knowledge and skills. Technical analysis knowledge. Problem solving and analysis. Decision making. Teamwork. Analytical skills. Creativity. Self-management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing.
<b><u>DUTIES</u></b>	: To render technical design, production, operation and maintenance services. Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative related functions. Maintain expertise. Continuous individual development to keep up with new technologies and procedures.
<b><u>ENQUIRIES</u></b>	: Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619 : Waterberg District: Ms. Kekana RM Tel No: (014) 717 4949/2523 or Mr. Nkoko KA Tel No: (014) 717 1064/2523
<b><u>POST 39/129</u></b>	: <b><u>REGISTRY CLERK REF NO: LDARD 27/9/2024 (X1 POST)</u></b>
<b><u>SALARY CENTRE</u></b>	: R216 417 per annum (Level 05) : Capricorn District Office
<b><u>REQUIREMENTS</u></b>	: Grade 12 certificate or equivalent qualification as recognized by SAQA. Knowledge, Competencies, skills: Knowledge of registry responsibilities, practices as well as the ability to capture data, and operate computer, working knowledge and understanding of the legislative framework governing the Public Service, Knowledge of storage and retrieval procedures in terms of working environment. Understanding of the work in registry. Ability to work in a team. Good communication skills, good interpersonal relation skills. Report writing. Computer literacy (MS Office). Good organizing skills. Accuracy and attention to details.
<b><u>DUTIES</u></b>	: Provide registry services. Provide human resource services. Handle incoming and outgoing correspondence. Render effective filing and record management services. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.
<b><u>ENQUIRIES</u></b>	: Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619
<b><u>POST 39/130</u></b>	: <b><u>SUPPLY CHAIN CLERK: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: LDARD 28/9/2024 (X1 POST)</u></b>
<b><u>SALARY CENTRE</u></b>	: R216 417 per annum (Level 05) : Capricorn District Office
<b><u>REQUIREMENTS</u></b>	: Grade 12 or equivalent qualification as recognized by SAQA. Knowledge, Competencies and skills: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job Knowledge. Computer Skills. Communication Planning and organisation. Interpersonal relations Language. Flexibility Good verbal and written. Communication skills. Teamwork.
<b><u>DUTIES</u></b>	: To render supply chain management (SCM) clerical services. Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.
<b><u>ENQUIRIES</u></b>	: Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619

<b><u>POST 39/131</u></b>	:	<b><u>SUPPLY CHAIN CLERK: PURCHASING MANAGEMENT REF NO: LDARD 29/9/2024 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Head Office: Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification as recognized by SAQA. Knowledge, Competencies and skills: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job Knowledge. Computer Skills. Communication Planning and organisation. Interpersonal relations Language. Flexibility Good verbal and written. Communication skills. Teamwork.
<b><u>DUTIES</u></b>	:	To administer database, specifications, purchase orders and accounts payables. Administration of specifications. Administer capturing of order on Logis system. Administration of official purchase orders. Facilitating payments of suppliers on LOGID and BAS system.
<b><u>ENQUIRIES</u></b>	:	Ms. Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<b><u>POST 39/132</u></b>	:	<b><u>FINANCE CLERK: FINANCIAL AND MANAGEMENT ACCOUNTING REF NO: LDARD 30/9/2024 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Sekhukhune District
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent qualification as recognized by SAQA. Knowledge, Competencies and skills: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Accuracy. Aptitude of figures. Computer operating skills. Planning and organization. Language proficiency. Good verbal and written communication skills. Basic Numeracy skills. Ability to perform routine tasks. Ability to operate office equipment.
<b><u>DUTIES</u></b>	:	Render Financial Accounting Transactions. Perform Salary Administration Support Services. Perform Bookkeeping Support Services. Render Budget Support Services. Receiving of Payment Vouchers. Capturing of Payment Vouchers. Control of Payment Vouchers. Dispatch proof of Payment Vouchers. Verifications, collections and banking of state revenue. Processing receipts and clearing of bank exceptions. Recording, filling and safekeeping of face value books. Liaise with internal and external clients with matters concerning revenue and debt. Render Administrative Support Services.
<b><u>ENQUIRIES</u></b>	:	Ms. Laka MA Tel No: (015) 632 7000 or Ms.Mphahlele RS Tel No: (015) 632 7000
<b><u>POST 39/133</u></b>	:	<b><u>DRIVER/ MESSENGER REF NO: LDARD 31/9/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R183 279 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Sekhukhune District
<b><u>REQUIREMENTS</u></b>	:	Grade 10 qualifications or equivalent qualifications as recognised by SAQA. A valid driver s licence with PDP (with exception of people with disabilities). Knowledge, Competencies, and Skills: Knowledge of the procedures to operate the motor vehicle. Knowledge of prescripts for the correct utilization of the motor vehicle. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Knowledge of the procedures to perform messenger functions and routine office support functions.
<b><u>DUTIES</u></b>	:	Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office.
<b><u>ENQUIRIES</u></b>	:	Ms. Laka MA Tel No: (015) 632 7000 or Ms.Mphahlele RS Tel No: (015) 632 7000
<b><u>POST 39/134</u></b>	:	<b><u>ANIMAL HEALTH ASSISTANT (03 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R183 279 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Vhembe Central Ref No: LDARD 32/9/2024 (X1 Post) Vhembe West Ref No: LDARD 33/9/2024 (X1 Post) Mopani West Ref No: LDARD 34/9/2024 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification as recognised by SAQA. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and skills: Good communication skills. Ability of mixing dip stuff, cleaning and re-assemble syringes, handling of veterinary tools and equipment. Experience in handling of cattle, small stock and poultry. Ability to read and write. Interpersonal, communication, evaluation persuasion, time management, conflict management.

<b><u>DUTIES</u></b>	:	Assist to implement disease control measures. Assist to improve animal health through biosecurity, vaccination and surveillance for disease and treatment of animals. Assist in collecting specimen, examination and dispatch samples of animal diseases. Assist in the provision of extension services on animal health to animal owners.
<b><u>ENQUIRIES</u></b>	:	Mr. Nemukondeni TC Tel No: (015) 9632006, Ms. Rathogwa MM Tel No: (015) 963 2006
<b><u>POST 39/135</u></b>	:	<b><u>SWITCHBOARD OPERATOR (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R183 279 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Mara Research Centre Ref No: LDARD 35/9/2024 (X1 Post) Mopani District Office Ref No: LDARD 36/9/2024 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification as recognised by SAQA. Knowledge, Competencies, and Skills: Able to operate switchboard machines. Able to handle confidential information. Able to read and write. Good communication and interpersonal skills. Knowledge of Batho Pele Principle.
<b><u>DUTIES</u></b>	:	Attend to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. Keep record of all outgoing calls. Print and issue telephone accounts. Maintain telephone database. Allocate pin codes when authorised. Identify and report telephone faults to the supervisor.
<b><u>ENQUIRIES</u></b>	:	Mara Research Centre: Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587 Mopani District: Ms. Malatji MA Tel No: (015) 812 3210 or Ms. Chaka NS Tel No: (015) 812 3228 and Ms. Hlungwani G Tel No: (015) 812 3211
<b><u>POST 39/136</u></b>	:	<b><u>LIBRARY ASSISTANT REF NO: LDARD 37/9/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R155 148 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Madzhivhandila College of Agriculture
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an equivalent qualification as recognised by SAQA. In-Service training in Library and Information Studies. A study towards a degree in Library and Information Science shall be an added advantage. Knowledge, Competencies and Skills: Sound and in-depth knowledge of computer literacy. Thorough knowledge of Library Policy and Copyright Act. Knowledge of computers, the internet, and commercially available library management system or software. A strong written and oral communication skills. Knowledge of library policies and procedures. Fluency in English. Customer service oriented. Passionate about reading and learning. Ability to adapt to new tools, systems and resource evaluation. Ability to promote information and information dissemination.
<b><u>DUTIES</u></b>	:	Perform ordering and acquisitions of library materials including subscriptions to electronic databases. Loan library materials such as books, DVDs and electronic materials to patrons and collect the returned materials. Assist in cataloguing, classification and maintain library materials. Organise and re-shelve returned library materials. Teach library patrons how to use the library resources (library induction). Answer reference questions at reference desk, this includes walk-in patrons, phone reference and reference assistance by appointment. Assist library patrons with use of library computers. Lending library materials (books, series, sound, recordings, moving images, cartographic, electronic materials, etc.).
<b><u>ENQUIRIES</u></b>	:	Ms. Modiba MM (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<b><u>POST 39/137</u></b>	:	<b><u>PHOTOCOPIER OPERATOR REF NO: LDARD 38/9/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R131 265 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Capricorn East
<b><u>REQUIREMENTS</u></b>	:	Grade 8 certificate or equivalent qualification. Knowledge, Competencies and skills: Knowledge of operating office machine or equipment's. Report writing skills, computer skills, problem solving skills. Ability to communicate with stakeholders at all levels. Computer literacy will be tested.
<b><u>DUTIES</u></b>	:	To provide photocopier services. Operate the photocopier and fax machines. Binding and laminating documents. Provide counter service. Perform minor maintenance on the photocopier machine. Make requisition for photocopying materials.
<b><u>ENQUIRIES</u></b>	:	Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619
<b><u>POST 39/138</u></b>	:	<b><u>CLEANER (03 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R131 265 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Sekhukhune East Ref No: LDARD 39/9/2024 (X1 Post) Sekhukhune West Ref No: LDARD 403/9/2024 (X1 Post) Tompoti Selekale College Ref No: LDARD 41/9/2024 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Knowledge, Competencies, and Skills: Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relations and knowledge of Batho Pele Principles. Knowledge of cleaning products/materials and equipment. Knowledge of operating cleaning equipment. Good

	interpersonal skills. Ability to work under pressure. Teamwork. Client focus and responsiveness. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers. Knowledge of Batho Pele Principle. Health and safety measures. Working procedures in respect of working environment.
<b><u>DUTIES</u></b>	: Cleaning of offices, storerooms, corridors, elevators, and boardrooms. Dust and take out waste and providing water during meetings. Refill aqua cooler/s washing walls and windows. Cleaning equipment and machinery. Cleaning windows and all general kitchen utensils. Scrubbing toilets and polishing office floors. Vacuum cleaning using vacuum machine. Provide toilet paper in the toilets. Keep and maintain cleaning materials and equipment.
<b><u>ENQUIRIES</u></b>	: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
<b><u>POST 39/139</u></b>	: <b><u>FARM AID (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	: R131 265 per annum (Level 02)
<b><u>CENTRE</u></b>	: Madzivhandila College of Agriculture Ref No: LDARD 429/2024 (X1 Post) Towoomba Research Centre Ref No: LDARD 43/9/2024 (X1 Post) Mara Research Centre Ref No: LDARD 44/9/2024 (X1 Post)
<b><u>REQUIREMENTS</u></b>	: Basic literacy and numeracy (ABET/ AET level 2) or equivalent qualification as recognised by SAQA. Knowledge, Competencies, and Skills: Basic literacy and numeracy. Able to read and write. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Farm work experience and knowledge of various types of farm activities will be an added advantage.
<b><u>DUTIES</u></b>	: To perform routine manual farming activities. Perform routine activities in respect of crop production. Perform routine activities in respect of livestock. Perform general routine activities. Perform general routine activities in respect of infrastructure.
<b><u>ENQUIRIES</u></b>	: Ms Modiba MM Tel No: (015) 294 3170, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<b><u>POST 39/140</u></b>	: <b><u>GENERAL WORKER REF NO: LDARD 45/09/2024 (X1 POST)</u></b>
<b><u>SALARY</u></b>	: R131 265 per annum (Level 02)
<b><u>CENTRE</u></b>	: Vhembe Central
<b><u>REQUIREMENTS</u></b>	: ABET, AET Level 4/ Grade 9 or equivalent qualification as recognised by SAQA. Knowledge, Competencies, and Skills. Basic numeracy. Knowledge of cleaning procedures and gardening principles. Ability to operate basic garden equipment and machinery. Knowledge of maintenance of relevant equipment. Good interpersonal relations.
<b><u>DUTIES</u></b>	: Maintenance of grounds and gardens. Maintenance and safekeeping of gardening equipment. Cleaning and maintenance of laboratory equipment and stores. Removing garbage and empty boxes. Moving equipment and furniture as required. Cleaning of laboratory service vehicles. Assist in receiving stock and goods. Reporting of losses/damages to equipment
<b><u>ENQUIRIES</u></b>	: Mr. Nemukonden TC Tel No: (015) 9632006, Ms. Rathogwa MM Tel No: (015) 9632006
<b><u>POST 39/141</u></b>	: <b><u>GENERAL WORKER (REDLINE GATE/ GUARD/FENCE PATROLER (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	: R131 265 per annum (Level 02)
<b><u>CENTRE</u></b>	: Vhembe Far North Ref No: LDARD 46/9/2024 (X1 Post) Mopani North Ref No: LDARD 47/9 /2024 (X4 Posts)
<b><u>REQUIREMENTS</u></b>	: Grade 10 / ABET / AET or equivalent qualification as recognised by SAQA. Knowledge and experience in Security Services will be an added advantage. Knowledge, Competencies, and Skills: Basic literacy and numeracy. Able to read and write. Communication Skills. Good interpersonal relations. Report writing.
<b><u>DUTIES</u></b>	: To perform routine manual farming activities. Control over Movement of cloven hooved animals. Stop, register, and search vehicle from the redline area. Check meat, dairy product, dung, grass, hides, skins, etc. Confiscate and dispose of products. Open and close the gate. Report confiscated products to the supervisor for further attention. Conduct fence patrol. Routine check of the redline fence. Repair of fence breakage. Trace animal track along the redline fence. Clear bushes along the redline fence. Control over quarantined animals. Check permit for animal quarantined. Liaise with the Animal Health Technician for inspection. Keep records. Keep permits register. Kep register for quarantined animals. Keep register for vehicle movement.
<b><u>ENQUIRIES</u></b>	: Vhembe District: Mammburu TD Tel No: (015) 963 2005 or Rathogwa MM Tel No: (015) 963 2007 Mopani District: Ms. Malatjie MA Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH**

*The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.*

<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>NOTE</u></b>	:	N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 Days after the closing date must consider their applications as having been unsuccessful. Please note the Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

**OTHER POSTS**

<b><u>POST 39/142</u></b>	:	<b><u>HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: NEONATOLOGY REF NO: MPDOH/OCT/24/362</u></b> (Re-advertisement)
<b><u>SALARY</u></b>	:	R1 976 070 - R2 097 327 per annum
<b><u>CENTRE</u></b>	:	Witbank Hospital (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Neonatology (2024). A minimum of five (5) year appropriate experience as Medical Specialist after registration with HPCSA as a Medical Specialist in Neonatology. At least three years were in academic setting will be an added advantage. Management skills, good written and verbal communication skills, leadership and decision-making skills. Knowledge of public service legislation, regulations and policies including medical ethics, epidemiology and statistics. Demonstration or the ability to work as part of a multidisciplinary team.
<b><u>DUTIES</u></b>	:	Clinical: Overall in-charge of Neonatology department. Co-ordinate and supervise clinical care and treatment of patients in Neonatology department. Participation in commuted overtime. Participation in Neonatology teaching of junior clinical staff. Administrate and coordinate all Neonatology activities. Management of 24-hour Neonatology services. Assist with clinical governance and quality assurance according to National Core Standards for Neonatology department including but not limited to management of complaints, litigations and Patient Safety Incidents. Conduct research and clinical audits including adverse events reporting. Evaluate staff performance according to the hospital's PMDS processes. Co-operation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Witbank Hospital. Cost containment within Neonatology department in accordance with the hospital's cost saving plan. Spearhead projects in accordance with the operational plan of the clinical services management unit. Management of other Remunerative Work Outside Public Service (RWOPS) for self and other clinical staff. Performance of research within the department. Develop and enhance training and development of healthcare worker in Neonatology department. Training and supervision of Medical Officers and Medical Interns and Medical Students.

<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 39/143</u></b>	:	<b><u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF. NO: MPDOH/OCT/24/363</u></b>
<b><u>SALARY</u></b>	:	R1 036 599 - R1 199 919 per annum
<b><u>CENTRE</u></b>	:	Tintswalo Hospital (Ehlanzeni District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist (2024). Minimum of five (5) years appropriate experience after registration as a Pharmacist with the SAPC. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and Good Pharmacy Practice. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control Act. A valid driver's license.
<b><u>DUTIES</u></b>	:	Ensure efficient drug supply management. Ensure overall quality management of all pharmaceutical services. Assist in the development of SOP's, policies and health systems. Innovative in the improvement of pharmaceutical care services. Plan and organize own work of subordinates to allow smooth flow of pharmaceutical services. Manage the pharmaceutical budget and monitor expenditure. Provide expert advice on selection and procurement of pharmaceutical and surgical supplies. Assist with the training, education and development of Pharmacy staff and other health workers. Promoting of public health, report to the Pharmaceutical and Clinical Manager in respect of general issues of Pharmacy. Assist in the implementation of Provincial Comprehensive HIV/AIDS care and CCMDD. Coordinate Implementation of RX solution and Stock visibility systems. Manage human and financial resources.
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 39/144</u></b>	:	<b><u>ASISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO: MPDOH/OCT/24/364</u></b>
<b><u>SALARY</u></b>	:	R552 081 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Ehlanzeni District Office, Mbombela (Nelspruit)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Statistics / Public Administration / Public Management / Information Management as recognized by SAQA with 3 - 5 years' relevant experience in health environment of which three (3) years' experience must be at supervisory / managerial (Level 7/8). Knowledge of the Integrated Health Planning systems: DHIS, Tier.Net, Ideal Clinic/Hospital and LOGIS. The following skills will serve as a recommendation: analytical skills and/or statistics skills. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, planning, execution, information monitoring skills and good leadership skills. Valid driver's license.
<b><u>DUTIES</u></b>	:	To provide Health Information Management Services. Coordinate and facilitate the collection and analysis of Health Information. Report hospital performance based on identified health indicators. Administer and maintain effective Health Information Management system. Support the implementation and coordination of data flow policy and data quality strategies on performance information in the district. Support the sub-district on data collection on a monthly and quarterly basis. Support facilities and districts on data quality, data analysis and data clean-up. Provide logistical support on training and capacity building of information officers and data capturers. Support audit processes and the implementation of performance audits for all facilities. Provide / supervise logistical support to the Information Management in the district.
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 39/145</u></b>	:	<b><u>ASSISTANT DIRECTOR: RISK AND SECURITY MANAGEMENT REF NO: MPDOH/OCT/24/365</u></b>
<b><u>SALARY</u></b>	:	R552 081 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Ehlanzeni District Office, Mbombela (Nelspruit)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) equivalent in an area of study relevant to Security Management / Law / Criminal Justice / Safety Management with 3 - 5 years' relevant experience in the hospital / health environment of which three (3) years'

	experience must be at supervisory / managerial (Level 7/8) dealing with security issues. Valid PSIRA Grade B Certificate. Valid Driver's Licence. Computer Literacy. SAMTRAC (NOSA). Knowledge of Minimum Information Standards (MISS) and Minimum Physical Security Standards (MPSS). Completed the following course or should complete them within the first two years of appointment: SSA Security Management / Advisor and Communication.
<b><u>DUTIES</u></b>	: Develop Security Policy and Plan. Gather information and conduct Security Threat Risk Assessment. Coordinate and ensure institution preparedness. Prevent, manage and respond to security incidents. Secure people, core business, information and reputation. Coordinate public and government relations.
<b><u>ENQUIRIES</u></b>	: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 39/146</u></b>	: <b><u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: MPDOH/OCT/24/366</u></b>
<b><u>SALARY</u></b>	: R552 081 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	: Ehlanzeni District Office, Mbombela (Nelspruit)
<b><u>REQUIREMENTS</u></b>	: Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Labour Relations / Human Resource Management / Labour Laws / Law / Industrial Relations as recognized by SAQA with 3 - 5 years' relevant experience which three (3) years' experience must be at supervisory / managerial (Level 7/8). Competencies: In depth knowledge of labour laws is required, whilst sound knowledge of the education- and general public sectors will be an advantage. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Computer literacy. Valid driver's license.
<b><u>DUTIES</u></b>	: Manage the disciplinary process in the department which includes initiating all misconduct cases and presiding. Management of dispute resolution process of the department which includes processing of all disputes and grievances under the auspices of the PHSDSBC on behalf of the department. To facilitate and render Labour Relations Services. Implement and Administer Labour Relations policies, guidelines, structures and procedures. Facilitate labour relations and dispute resolution processes. Coordinate and integrate reporting regarding compliance with legislation. Assist and rendering labour relation support. Administer dispute and prevention. Administer misconduct cases within the institution. Deal with grievances. Assist management with disciplinary procedures. Conduct workshops and training on labour relation matters. Provide reports on misconduct cases. Co-ordinate matters pertaining to labour relations, policies and agreements. Administer all matters pertaining to incapacity and inefficiency (officials), as well as employee behaviour (official) in accordance with policy and delegations. Investigate and hold disciplinary and incapacity enquiries. Create and maintain database and PERSAL records in regard of misconduct and incapacity.
<b><u>ENQUIRIES</u></b>	: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 39/147</u></b>	: <b><u>ASSISTANT DIRECTOR: GENDER &amp; TRANSFORMATION PROGRAMMES REF NO: MPDOH/OCT/24/367</u></b>
<b><u>SALARY</u></b>	: R552 081 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	: Ehlanzeni District Office, Mbombela (Nelspruit)
<b><u>REQUIREMENTS</u></b>	: Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management / Management as recognized by SAQA with 3 - 5 years' relevant experience in the hospital / health environment of which three (3) years' experience must be at supervisory / managerial (Level 7/8). Key Competencies: Computer literacy MS office; Sound knowledge of administration; Good interpersonal relations, communication, verbal and written skills; Problem solving; Ability to work under pressure and work independently; Team work; Knowledge of PFMA; Leadership and Principles Management. A valid driver's license.
<b><u>DUTIES</u></b>	: Manage and coordinate gender and transformation programmes. Design and facilitate the implementation of Gender and Transformation Strategies and Programmes Develop. Monitor the implementation of Employment Equity Plan. Conduct Quality Assurance on transversal programmes. Coordinate implementation of Batho Pele programmes.
<b><u>ENQUIRIES</u></b>	: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 39/148</u></b>	: <b><u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: MPDOH/OCT/24/368</u></b>
<b><u>SALARY</u></b>	: R444 036 per annum, (plus service benefits)



<b><u>CENTRE REQUIREMENTS</u></b>	:	Ehlanzeni District Office, Emalahleni
	:	Senior Certificate / Grade 12 plus Diploma / Degree in Asset Management, Logistics / Fleet management / Finance / Financial Management / Management Accounting with 3 - 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (level 7/8) within Asset Management Environment. Key Competencies: Computer literacy MS office; Sound knowledge of administration; Good interpersonal relations, communication, verbal and written skills; Problem solving; Ability to work under pressure and work independently; Team work; Knowledge of PFMA; Leadership and Principles Management. A valid driver's license.
<b><u>DUTIES</u></b>	:	To coordinate, review and undertake the implementation of the physical asset management framework and policies. Monitor assets through verification (physical condition, functionality, utilisation and financial performance) evaluation and reporting. Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management practices. Supervise employees to ensure sound physical asset management. Render effective and efficient asset management, internal control systems, (BAS, LOGIS and BAUD), fleet management and maintenance of asset. To prepare weekly, monthly and annual reports. Implementation of the PMDS policy, manage leave and PILIR, monitor Service Level Agreements with service providers, monitor operational plans, and manage staff delegations. Monitor compliance in relation to PFMA, PSA, PSR, BCEA and LRA.
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 39/149</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE REF NO: MPDOH/OCT/24/369</u></b>
<b><u>SALARY</u></b>	:	R444 036 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Sabie Hospital (Ehlanzeni District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Diploma / Degree in Finance / Financial / Accounting Management as recognized by SAQA with 3 – 5 years' extensive relevant experience of which three (3) years' experience must be at supervisory / managerial (level 7/8) within Financial / Accounting Management Environment. Knowledge of legislative prescripts governing the public sector Financial Administration, but emphasis should be on the Public Finance Management Act and Treasury Regulations, the Preferential Procurement Policy Framework Act of 2000, supply chain management. A guide to Accounting Officer / Authority and practice notes. Full knowledge of management and performance on the transversal system used in Government. Skills such as MS Word and Excel Spreadsheet application of any software, financial analytical skills, will be a pre-requisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accountants). Analytical skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Responsible for the effective financial management and accounting which includes: the implementation of financial systems and timely submission of financial reports in strict compliance with the PFMA and other prescripts, preparation and maintenance of bank reconciliation statements, preparation, compilation and interpretation of Interim and Annual Financial Statements. Develop and manage the budget processes in the institution in conjunction with hospital management and other stakeholders in line with departmental financial strategy. Improve supply chain management compliance in line with related prescripts. Develop, implement and monitor measures designed to optimize revenue collection. Manage institutional fleet, and maintenance/repairs of infrastructure and buildings. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the ledger. Liaise with relevant role players regarding transversal financial matters. Ensure that all financial records and documents are kept safe and up to date. Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitful expenditure. Ensure effective management of debtors. Manage Finance staff, undertake human resource and other related administrative functions, and ensure sound financial management is provided all the time within the hospital. Identification of measure cost drivers and develop strategies to minimize over spending of budget.
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 39/150</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: RISK &amp; SECURITY MANAGEMENT REF NO: MPDOH/OCT/24/370</u></b>
<b><u>SALARY</u></b>	:	R376 413 per annum, (plus service benefits).

<b><u>CENTRE</u></b>	:	Tintswalo Hospital (Ehlanzeni District).
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 with six (6) relevant experience in Risk & Security Management or Diploma or Degree (NQF Level 6/7) in Security Management / Law / Criminal Justice as recognized with three (3) years relevant experience in Risk & Security Management. Valid PSIRA Grade B Certificate or equivalent qualification. Experience in the relevant security related environment. Knowledge of security Strategies / Guidelines. Knowledge of Minimum Information Standards (MISS). Knowledge of Protection of Information Act (POPIA). Computer Literacy. Valid driver's license.
<b><u>DUTIES</u></b>	:	Record, Report and attend security incidents. Monitor access in the premises. Prevent any unauthorized access and report security breaches. Conduct awareness sessions. Ensure implementation and fully compliance to MISS. Conduct patrols of the premises using CCTV. Note all results in the daily Occurrence Book (OB) for further handling with supervisors. Provide advice in terms of equipment to be procured for the Control Room function so as to ensure that the building remains secured and suspicious activity is dealt with. Compile reports of all incidents that occurred and how they were resolved and advise the Management on what measures to be taken to prevent repeat. Develop the Security Operational Plan of the facility.
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 39/151</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER HEALTH INFORMATION REF NO: MPDOH/OCT/24/371</u></b>
<b><u>SALARY</u></b>	:	R376 413 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Standerton Hospital (Gert Sibande District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Information Communication and Technology or equivalent qualification related to the field as recognized by SAQA with three (3) years relevant experience. Valid driver's licence. Knowledge: Server and AD Administration. Microsoft office suites (Word, Excell, Access, Publisher, Outlook). Installation and support. Project Management skills. Windows support environment. Working Knowledge of desktops, laptops, printers. Thorough understanding of ICT structure and Business of Health. Train staff and write reports. Analytical skills. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Conduct database management of DHIS in the hospital and other relevant systems. Conduct facility data and performance review meetings. Conduct data verification, validation and consolidation of hospital data from all sources. Timeously capture data on the Web-DHIS and upload into the system. Support DHIS version updates and workshops relating to new versions. Support implementation of National, Provincial and District Health Information systems. Conduct data quality audit for the facility and quality improvement plans. Monitor implementation of health information policies.
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 39/152</u></b>	:	<b><u>DATA TECHNOLOGIST: INFORMATION COMMUNICATION TECHNOLOGY MANAGEMENT SERVICES REF NO: MPDOH/OCT/24/372</u></b>
<b><u>SALARY</u></b>	:	R376 413 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Nkangala District Office, Emalahleni
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Information Communication and Technology or equivalent qualification related to the field as recognized by SAQA with three (3) years relevant experience. Valid driver's license. Knowledge: Server and AD Administration. Microsoft office suites (Word, Excell, Access, Publisher, Outlook). Installation and support. Project Management skills. Windows support environment. Working Knowledge of desktops, laptops, printers. Thorough understanding of ICT structure and Business of Health. Train staff and write reports. Analytical skills. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	To provide information management, Information Technology and record services. Co-ordinate and Facilitate the acquisition and installation of new ICT hardware. Facilitate the maintenance of ICT hardware. Maintain ICT and system security. Supporting units in updating and producing reports. Provide Information Management Systems services. Administer and Maintain effective filing system. Install, configure desktops and laptops as and when required. Provide user support & awareness. Ensure timely response to logged calls. Ensure that user data is backed up to file servers. Produce reports as and when needed. Attend to network issues in facilities. Give support to Systems. Provide routine, scheduled computer maintenance. Provide support and leadership to other users. Perform duties as may be delegated from time to time.
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr.

<b><u>POST 39/153</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: PATIENT ADMINISTRATION REF NO: MPDOH/OCT/24/373</u></b>
<b><u>SALARY</u></b>	:	R376 413 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Shongwe Hospital (Ehlanzeni District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus six (6) years' experience in Patient Administration or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management or equivalent qualification plus three (3). Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24-hour shift environment and be part of the hospitals multidisciplinary committees. A valid driver license will serve as an added advantage.
<b><u>DUTIES</u></b>	:	Manage patient admin in a 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 39/154</u></b>	:	<b><u>PARAMEDIC GRADE 1 – 4 REF NO: MPDOH/OCT/24/374</u></b>
<b><u>SALARY</u></b>	:	R304 617 - R609 627 per annum
<b><u>CENTRE</u></b>	:	Witbank EMS Station (Nkangala District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 qualification or equivalent plus Critical Care Assistant Certificate / National Diploma in Emergency Medical Care / Diploma in Emergency Medical Care / Bachelor of Technology in Emergency Medical Care / Bachelor of Health Sciences in Emergency Medical Care. Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic or an Emergency Care Practitioner (2024). Unendorsed driver's license (C1) and valid professional drivers permit (PrDP) for transporting patients.
<b><u>DUTIES</u></b>	:	Oversee and ensure operational readiness for emergency calls. Provide pre-hospital emergency medical care. Render assistance to Basic Life Support and Intermediate Life Support personnel as required. Perform Helicopter Emergency Medical Services duties. Undertake inter-facility patient transfers. Liaise with hospitals regarding authorization of transfers. Oversee ordering and issuing of drugs in accordance with HPCSA Clinical Practice Guidelines. Render Quality Assurance and Quality control in EMS. Oversee and assist with in-service training. Provide advice on the application of best practices in Emergency Medical Services. Market and maintain a positive public image for Mpumalanga Emergency Medical Services.
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 39/155</u></b>	:	<b><u>EMS SHIFT LEADER GRADE 1 REF NO: MPDOH/OCT/24/375</u></b>
<b><u>SALARY</u></b>	:	R221 403 - R250 947 584 per annum
<b><u>CENTRE</u></b>	:	Nelspruit EMS Station (Ehlanzeni District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus an Ambulance Emergency Assistant / Emergency Care Technician / Critical Care Assistant / National Diploma in Emergency Medical Care / Bachelor of Technology in Emergency Medical Care with three (3) years' experience after registration with the Health Professions Council of South Africa (HPCSA) as ANT/ ECT / Paramedic / ECP. Current registration with the HPCSA (2024). Unendorsed driver's license (C1) and valid professional drivers permit (PrDP) for transporting patients. Knowledge, Skills and Competencies: Previous supervisory experience or qualification knowledge of the area including health facilities and neighboring EMS stations. Be able to work under pressure and

		excessive hours. Basic knowledge of labour relations. Good communication skills (verbal and written). Computer literacy.
<b><u>DUTIES</u></b>	:	General office administration be responsible of all EMS activities on a shift Human Resource Management. Analyse Patient Report Forms. Rendering of patient management at an Intermediate Life Support level or above. Compile management report. Maintain response times. Maintain discipline on shift. Complete trip authorities for staff. Maintain checklist for vehicles and equipment.
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 39/156</u></b>	:	<b><u>EMERGENCY CARE OFFICER GRADE 3 REF NO: MPDOH/OCT/24/380 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R206 619 - R271 584 per annum
<b><u>CENTRE</u></b>	:	Gert Sibande District Various EMS Stations
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus an Ambulance Emergency Assistant. Registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant. Current registration with the HPCSA (2024). Unendorsed driver's license (C1) and valid professional drivers permit (PrDP) for transporting patients. Candidates are expected to write an assessment test and test driving. Knowledge, Skills and Competencies: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services, and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life Support and transport patients to an appropriate health facility in order to minimize the loss of life. The ideal candidates must: Possess knowledge of Intermediate Life Support Protocols. Have understanding of EMS and its line of business. Possess knowledge of basic Medical Rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical patient management skills. Have the ability to implement emergency procedures. Have the ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency ambulance, Obstetric ambulance, inter-facility ambulance, communication centres and Patient Transport Services as per the allocation or deployment by EMS management.
<b><u>DUTIES</u></b>	:	Treat, stabilize and transport patients according to the Intermediate Life Support scope of practice as per HPCSA Protocols. Respond to all calls as dispatched by the Communication Centre or as requested by other medical professionals to assist with Intermediate Life Support of patient treatment. Maintain best clinical practice in accordance with quality standards and maintaining Continuous Professional Development (CPD). Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist, report all losses, damages and discrepancies to the Shift Leader. Wash, clean and disinfect the interior/exterior of the vehicle and maintain the vehicle in a clean condition and good working order at all times. Change and replenish surgical sundries and medical gases and ensure that all items are used before expiry date. Assist in maintaining a clean and tidy station. Complete and submit all paperwork to the Shift Leader before the termination of the shift or as required. Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order. Abide by the EMS Standard Operational Procedures. Actively participate in training and quality assurance programs. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.
<b><u>ENQUIRIES</u></b>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>POST 39/157</u></b>	:	<b><u>EMERGENCY CARE OFFICER GRADE 3 REF NO: MPDOH/OCT/24/387 (X7 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R206 619 - R271 584 per annum
<b><u>CENTRE</u></b>	:	Ehlanzeni District Various EMS Stations
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus an Ambulance Emergency Assistant. Registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant. Current registration with the HPCSA (2024). Unendorsed driver's license (C1) and valid professional drivers permit (PrDP) for transporting patients. Candidates are expected to write an assessment test and test driving. Knowledge, Skills and Competencies: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services, and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life Support and transport patients to an appropriate health facility in order to minimize the loss of life. The ideal candidates must: Possess knowledge of Intermediate Life Support Protocols. Have understanding of EMS and its line of business. Possess knowledge of basic Medical Rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical patient management skills. Have the ability to implement

emergency procedures. Have the ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency ambulance, Obstetric ambulance, inter-facility ambulance, communication centres and Patient Transport Services as per the allocation or deployment by EMS management.

#### **DUTIES**

: Treat, stabilize and transport patients according to the Intermediate Life Support scope of practice as per HPCSA Protocols. Respond to all calls as dispatched by the Communication Centre or as requested by other medical professionals to assist with Intermediate Life Support of patient treatment. Maintain best clinical practice in accordance with quality standards and maintaining Continuous Professional Development (CPD). Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist, report all losses, damages and discrepancies to the Shift Leader. Wash, clean and disinfect the interior/exterior of the vehicle and maintain the vehicle in a clean condition and good working order at all times. Change and replenish surgical sundries and medical gases and ensure that all items are used before expiry date. Assist in maintaining a clean and tidy station. Complete and submit all paperwork to the Shift Leader before the termination of the shift or as required. Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order. Abide by the EMS Standard Operational Procedures. Actively participate in training and quality assurance programs. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.

#### **ENQUIRIES**

: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

#### **POST 39/158**

: **EMERGENCY CARE OFFICER GRADE 3 REF NO: MPDOH/OCT/24/399 (X12 POSTS)**

#### **SALARY**

: R206 619 - R271 584 per annum

#### **CENTRE**

: Nkangala District Various EMS Stations

#### **REQUIREMENTS**

: Senior Certificate / Grade 12 plus an Ambulance Emergency Assistant. Registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant. Current registration with the HPCSA (2024). Unendorsed driver's license (C1) and valid professional drivers permit (PrDP) for transporting patients. Candidates are expected to write an assessment test and test driving. Knowledge, Skills and Competencies: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services, and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life Support and transport patients to an appropriate health facility in order to minimize the loss of life. The ideal candidates must: Possess knowledge of Intermediate Life Support Protocols. Have understanding of EMS and its line of business. Possess knowledge of basic Medical Rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical patient management skills. Have the ability to implement emergency procedures. Have the ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency ambulance, Obstetric ambulance, inter-facility ambulance, communication centres and Patient Transport Services as per the allocation or deployment by EMS management.

#### **DUTIES**

: Treat, stabilize and transport patients according to the Intermediate Life Support scope of practice as per HPCSA Protocols. Respond to all calls as dispatched by the Communication Centre or as requested by other medical professionals to assist with Intermediate Life Support of patient treatment. Maintain best clinical practice in accordance with quality standards and maintaining Continuous Professional Development (CPD). Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist, report all losses, damages and discrepancies to the Shift Leader. Wash, clean and disinfect the interior/exterior of the vehicle and maintain the vehicle in a clean condition and good working order at all times. Change and replenish surgical sundries and medical gases and ensure that all items are used before expiry date. Assist in maintaining a clean and tidy station. Complete and submit all paperwork to the Shift Leader before the termination of the shift or as required. Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order. Abide by the EMS Standard Operational Procedures. Actively participate in training and quality assurance programs. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.

#### **ENQUIRIES**

: Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF HEALTH AND WELLNESS**

*In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.*

**NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

**OTHER POSTS**

**POST 39/159** : **HEAD CLINICAL UNIT GRADE 1 (MEDICAL: PSYCHIATRY)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R1 976 070 per annum, (A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Lentegeur Hospital (This is a joint appointment with the University of Cape Town and the University of Stellenbosch)

**REQUIREMENTS** : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Registration with the Health Professions Council: Registration with (HPCSA) as a Medical Specialist in Psychiatry. Experience: A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Psychiatry. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel to meet service needs. It will be expected of the Head: Clinical Unit to work commuted overtime, limited to 12 hours, if operational requirements so demand. Competencies (knowledge/skills): Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff. Appropriate experience in conducting and supervising research. Demonstrated experience of engagement at all levels of care. Appropriate management experience of clinical services as well as supervisory experience. Recognised academic achievement and leadership as demonstrated in further qualifications, publication and teaching portfolio.

**DUTIES** : Support and influence clinical and corporate governance in the Lentegeur Catchment Area Ecosystems. Lead and manage Clinical Service Delivery within the broader sphere of the delivery of effective healthcare services with the available resources as per the mandate and AOP for the Province and Lentegeur Psychiatric Hospital, and the Lentegeur Catchment Area. Lead Clinical Service Delivery within the broader sphere of the delivery of effective healthcare services with the available resources as per the mandate and AOP for the Province and Lentegeur Catchment Area. Assure Clinical Governance and Quality in the provision of safe and desired quality patient care as per quality assurance indicators, incorporating the highest standards of service delivery, research and teaching (Psychiatric and MDT) at LGH and the Lentegeur Catchment Area. Take custodianship of the development of an integrated academic supportive unit as defined by the regulations of the affiliated Universities regulations which oversees the provision of related teaching and research outputs. Conduct relevant research and have your own research and teaching portfolio. Head the Clinical Psychiatric services at Lentegeur Hospital and provide supervisory oversight of the Lentegeur Hospital team. Provide clinical leadership to the Lentegeur Catchment Area. Take responsibility for the development and maintenance of high quality, evidence-based psychiatric assessment, treatment, and rehabilitation programmes within the institution and the catchment area. Provide an effective psychiatric consultation service and outreach to the Lentegeur Hospital Catchment Area. Be accountable to the CEO of Lentegeur Hospital for the performance of clinical services, clinical governance, and the management of human and financial resources. Perform clinical and operational duties as required.

**ENQUIRIES** : Mr W Caesar Tel No: (021) 370-1401  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of candidates will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

**CLOSING DATE** : 08 November 2024

**POST 39/160** : **CLINICAL MANAGER (MEDICAL) GRADE 1**  
West Coast District

**SALARY** : R1 348 635 per annum, (A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Vredenburg Hospital, Saldanha Sub-District

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner (independent practice). Experience: A minimum of 3-year appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid Code B/EB/C1 driver's licence and willingness to travel Willingness and skills to do after hour's clinical work. Competencies (knowledge/skills): Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies in a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and Email). Appropriate experience of managing clinical and support services.
<b><u>DUTIES</u></b>	:	Strategic and operational management of the Health Services in the Saldanha Sub-District. Management and governance of clinical and clinical support services. Effective and sustainable management of finances and supply chain processes, human resources and non-clinical support services. Provide clinical services on district hospital and primary health care level including forensic services. Involved in training and development and research support.
<b><u>ENQUIRIES</u></b>	:	Dr van Schalkwyk Tel No: (022) 487-9210
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/161</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY MEDICINE)</u></b> (4 Year Contract) West Coast District
<b><u>SALARY</u></b>	:	Grade 1: R1 271 901 per annum Grade 2: R1 451 214 per annum Grade 3: R1 680 780 per annum (A portion of the package can be structured according to the individual's personal needs)
<b><u>CENTRE</u></b>	:	Vredenburg Hospital, Saldanha Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine. Registration with the Health Professions Council: Registration with the HPCSA as a Medical Specialist in Family Medicine. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Medical Specialist in Family Medicine. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Family Medicine. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Family Medicine. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Knowledge of a population health approach to delivering integrated family medicine and primary care services. Ability to work in integrated multi-disciplinary teams across platforms. Clinical, leadership, community engagement, administrative, teaching and mentoring skills. Computer literacy in MS Office mandatory. Creativity to develop innovations which can result in positive changes to health outcomes.
<b><u>DUTIES</u></b>	:	Specialist family medicine care to patients (all age groups) within the Saldanha Bay Sub District. Leading community-oriented primary care initiatives in the Saldanha Bay Sub district Participate in clinical governance of a growing integrated district family medicine health service. Teaching and clinical supervision of junior and allied health practitioners, generalists and medical students within the Saldanha Bay Sub District.
<b><u>ENQUIRIES</u></b>	:	Dr J van Schalkwyk Tel No: (022) 709-7287
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within West Coast District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/162</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGY) (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 271 901 per annum Grade 2: R1 451 214 per annum

	Grade 3: R1 680 780 per annum (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	<p>Tygerberg Hospital, Parow Valley</p> <p>Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Anaesthesiology. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Anaesthesiology. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. Inherent requirements of the job: Valid driver's license and willingness to travel as part of the outreach program. Willingness to work after-hours to meet operational requirements. Competencies (knowledge/skills): Evidence of cross-disciplinary teamwork and excellent interpersonal relationships. Evidence of planning and execution of clinically relevant and impactful research projects as a Medical Specialist in Anaesthesiology. Evidence of ability to supervise registrars in Anaesthesiology, including preparation for their Fellowship examination in Anaesthesiology. Excellent communication skills.</p>
<b><u>DUTIES</u></b>	<p>Provide Perioperative Patient Care in the operating rooms and critical care units at the standards required of a Specialist Anaesthesiologist. Teaching and Lecturing of Anaesthesiology and Critical Care to Undergraduate students, Postgraduate students and Peers. Evaluation of students and peers. Staying abreast of latest developments in the field of Anaesthesiology and Critical Care. Administration: Hospital and University related administrative tasks. Research related to Anaesthesiology and Critical care, and related topics, which includes facilitating the research component required by registrars by the HPCSA for specialty registration and publishing in peer reviewed, accredited journals.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	<p>Prof S Chetty, email: <a href="mailto:seanchetty@sun.ac.za">seanchetty@sun.ac.za</a></p> <p>Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").</p>
<b><u>NOTE</u></b>	<p>"Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".</p>
<b><u>CLOSING DATE</u></b>	08 November 2024
<b><u>POST 39/163</u></b>	<b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY)</u></b>
<b><u>SALARY</u></b>	<p>Grade 1: R1 271 901 per annum</p> <p>Grade 2: R1 451 214 per annum</p> <p>Grade 3: R1 680 780 per annum</p> <p>(A portion of the package can be structured according to the individual's personal needs)</p>
<b><u>CENTRE REQUIREMENTS</u></b>	<p>Red Cross War Memorial Children's Hospital, Rondebosch</p> <p>Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Radiology. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Radiology. <b>Grade 2:</b> A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. <b>Grade 3:</b> A minimum of 10 years appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Inherent requirement of the job: 40-hour work week plus overtime. Commuted overtime is compulsory. Competencies (knowledge/skills): Efficient, effective, and appropriate assessment diagnosis, investigation, technical skills and treatment in inpatient, outpatient, and emergency contexts. Communication skills including report generation, letter writing, consultation, verbal skills, liaison with support service, nursing and Professions Allied to Medicine. Work commitment including willingness to volunteer, teaching and training/supervision of junior staff, research and outreach. Ability to work in a team. Computer literacy and the ability to develop and work with databases.</p>
<b><u>DUTIES</u></b>	<p>To provide full time diagnostic radiology services to patients accessing care at RCWMCH, ensuring, as part of a team, continuous improvements in the quality, efficiency and outcome of the management of children. After hours cover as a specialist radiologist for children at RCWMCH. Active participation in all the activities of the division including participation in multidisciplinary clinical meetings, teaching and supervising radiology registrars in training and other healthcare personnel. Where applicable, involved in research in the field, audits and outreach to other institutions on the health care platform.</p>



<b><u>ENQUIRIES</u></b>	:	Dr T Pillay Tel No: (021) 658-5101, email: <a href="mailto:Tanyia.Pillay@westerncape.gov.za">Tanyia.Pillay@westerncape.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/164</u></b>	:	<b><u>MANAGER: PHARMACEUTICAL SERVICES</u></b> Garden Route and Central Karoo Districts
<b><u>SALARY</u></b>	:	R1 253 415 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE</u></b>	:	Garden Route District Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic qualification accredited with the SA Pharmacy Council (SAPC) that allows registration with the SAPC as Pharmacist. Registration with a Professional Council: Registration with the SA Pharmacy Council. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Leadership and management experience. Training and experience in Medicine Management. Strong leadership skills with regard to management, organisation and strategic planning. Project management skills and Computer Literacy. Knowledge of the Acts pertaining to the practice of pharmacy and national and provincial health policies. Ability to cope under pressure and maintain a high standard of professionalism.
<b><u>DUTIES</u></b>	:	The overall management of pharmaceutical services in the Garden Route and Central Karoo Districts. Strategic planning and implementation regarding pharmacy staff needs in the Garden Route Districts. Planning of pharmaceutical budget and monitoring of pharmaceutical expenditure in the Garden Route Districts. Monitor and evaluate the implementation of Pharmacy related National, Provincial and District policies in the Garden Route and Central Karoo Districts. Monitor and evaluate the standard of pharmaceutical service delivery in the Garden Route and Central Karoo Districts.
<b><u>ENQUIRIES</u></b>	:	Mr VZ Brickles Tel No: (044) 803 – 2700
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/165</u></b>	:	<b><u>CHIEF ENGINEER GRADE A</u></b>
<b><u>SALARY</u></b>	:	Grade A: R1 200 426 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate degree in electrical or mechanical engineering (B. Eng/ BSc. Eng). Registration with a Professional Council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: A minimum of 6 years post qualification experience required as a registered Professional Engineer. Inherent requirements of the job: A valid Code EB/B driver's license. Working outside normal hours per, travel and stay away from home. Competencies (knowledge/skills): Able to write, understand and interpret specifications for electrical and medical equipment and apply this to procurement. Able to prepare policy reports, submissions and presentations. Able to plan and execute research in related fields. Able to train and transfer knowledge and skills. Good planning, organising, people- and performance management skills. Excellent communication skills (written and verbal). Computer literacy, particularly in MS Office (MS Word, Excel, Outlook, PowerPoint). Be fit and able to climb onto, over and under machinery and services for the purpose of inspecting, repairing, or adjusting. Extensive experience in the maintenance and operation of machinery and electrical systems. Extensive experience in Hospital engineering. Experience in the functioning of medical equipment and the application of health technologies. Experience in personnel management. Occupational Health and Safety Act (Act 85 of 1993). Hazardous Substances Act (Act 15 of 1973. Understanding of the Comprehensive Health

Services Plan of the Department International Hospital Engineering Standards. Public Finance Management Act (Act 1 of 1999). Treasury Regulations, Treasury Practice Notes and Circulars, Accounting Officer System. Public Service Act and Regulations. Labour Relations Act and Regulations.

- DUTIES** : Manage the provision of effective, efficient and affordable engineering services through inspections, maintenance, repair, training, evaluation and modification. Serve as the competent person in terms of the Occupational Health and Safety Act (regulations pertaining to electrical and mechanical installations) and provide occupational and equipment safety services. Provide engineering input regarding construction projects and technical feedback to hospital management. Management of the allocated financial and human resources to achieve the pre-determined performance indicators and service delivery imperatives. Contract management in terms of putting Engineering contracts in place and management thereof.
- ENQUIRIES** : Dr M Mukosi Tel No: (021) 938-4136
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : A practical/competency test may form part of the shortlisting and/or interview process.
- CLOSING DATE** : 08 November 2024

**POST 39/166** : **REGISTRAR (MEDICAL: FAMILY MEDICINE) (X2 POSTS)**  
West Coast District  
(4-Year Contract)

- SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Vredenburg Hospital, Saldanha Sub-district
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's license. Willingness to work overtime. Commuted overtime is compulsory. Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint and internet research). Excellent verbal and written communication skills. Good interpersonal and time-management skills.

- DUTIES** : Clinical service provision, including participation in community -orientated primary care activities. Participate in the Teaching program, including in-service capacity building of staff and supervision of health science students. Research and Professional Development (incl. completion of MMED mini dissertation). Effective Clinical Administration in patient records and patient reports as part of the clinical governance activities.

- ENQUIRIES** : Dr J van Schalkwyk Tel No: (022) 709-7287
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

- NOTE** : No payment of any kind is required when applying for this post. Registrars will be required to register as post-graduate students with the applicable University of Cape Town according to the requirements for the discipline in the yearbook and guidelines. Applications will also be considered for similar posts that becomes vacant in the West Coast District for a period of 3 months.

**CLOSING DATE** : 08 November 2024

**POST 39/167** : **PHARMACY SUPERVISOR GRADE 1**  
Chief Directorate: Metro Health Services

- SALARY** : Grade 1: R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).

- CENTRE** : Khayelitsha Community Health Centre
- REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registration as a Pharmacist with the SAPC. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Willingness to register as a Responsible Pharmacist. Willingness to register as tutor. Valid (Code B/EB) driver's licence. Willingness to do after hours work and be on call. Ability and willingness to supervise, tutor and train staff. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Good communication and interpersonal skills. Computer literacy. Appropriate experience in computerized pharmaceutical dispensing systems.

- DUTIES** : Overall responsibility for pharmaceutical service delivery at Khayelitsha Community Health Centre in line with statutory requirements, Western Cape Government regulations and circulars. Overall responsibility for the provision of quality pharmaceutical care to patients by monitoring work procedures, ensuring compliance to provincial code list, managing clinical service delivery by the pharmacy department and providing information to prescribers and other healthcare workers at the facility. Effective management of human resource functions for the pharmacy. Provide strategy and support to ensure effective and efficient functioning of pharmacy services.

Overall responsibility for pharmaceutical supplies management at Khayelitsha Community Health Centre by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Responsible for pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure within financial prescripts. Overall responsibility for the submission of pharmaceutical data for the hospital and ensure representation of pharmacy services at all relevant meetings.

**ENQUIRIES** : Mr D Grootboom Tel No: (021) 360-5207  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: MHS for a period of 3 months from date of advert. Candidates will be subjected to a written/practical; oral and competency assessment.  
**CLOSING DATE** : 08 November 2024

**POST 39/168** : **MEDICAL OFFICER GRADE 1 TO 3 (TRAUMA AND EMERGENCY) (X2 POSTS)**

**SALARY** : Grade 1: R949 146 per annum  
 Grade 2: R1 082 988 per annum  
 Grade 3: R1 253 415 per annum  
 (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the Health Professions Council: Registration with the Health Professional Council as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Willingness to work commuted overtime (compulsory). Competencies (knowledge/skills): Ability to render high quality emergency care for Primary Tertiary and Secondary trauma adult and paediatric patients. Ability to render high quality teaching and training in emergency medicine and trauma to junior (community service) medical officers, interns and medical students. Ability to communicate effectively. Able to work in an integrated multi-disciplinary team under pressure in a high-volume high stress environment. Basic computer literacy, administrative and IT skills. Completion of community service, and appropriate and sufficient experience in the evidence-based emergency management of acutely unwell and injured patients.

**DUTIES** : Clinical services: effective and efficient patient management, clear documentation, evidence-based approach to patient management. Leadership: teaching undergraduate students, interns and community service medical officers, team management, floor management. Willingness to participate in audits, research and quality improvement projects. Professionalism: administration, work ethic, communication (written and verbal).

**ENQUIRIES** : Dr H Lategan [hendrickjlategan@sun.ac.za](mailto:hendrickjlategan@sun.ac.za), Dr E Erasmus [elaine.erasmus@westerncape.gov.za](mailto:elaine.erasmus@westerncape.gov.za)

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

**CLOSING DATE** : 08 November 2024

**POST 39/169** : **MEDICAL OFFICER GRADE 1 TO 3**  
 Chief Directorate: Emergency and Clinical Services Support

**SALARY** : Grade 1: R949 146 per annum  
 Grade 2: R1 082 988 per annum

	Grade 3: R1 253 415 per annum
	A portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	<p>Forensic Pathology Services, George</p> <p>Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Registration with the Health Professions Council: Registration with the Health Professional Council as a Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years' experience Medical Practitioner with the HPCSA in respect of SA qualified employees. 6 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> A minimum of 10 years' experience Medical Practitioner with the HPCSA in respect of SA qualified employees. 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid Code B/EB driver's licence. Will be required to perform work duties outside normal working hours and away from base of employment. Competencies (knowledge/skills): Above average ability to communicate clearly and discreetly in person and in writing. Above-average computer and software literacy. Exposure to post mortems, autopsy work and dissection after completion of your primary medical qualification. Deliver expert testimony in court. Ability to do the Diploma in Forensic Pathology. Knowledge of the functioning of a Forensic Pathology Department. Ability to teach medical students, Forensic Pathology Officers and Medical Staff. Good interpersonal skills including effective service delivery within a group situation at all levels of authority. Appropriate experience in post internship trauma related cases.</p>
<b><u>DUTIES</u></b>	<p>Perform Postmortems at Medical Officer level, completion of investigations and documentation in relevant cases, and oral evidence in judiciary proceedings related thereto. Expert evidence in court related to above cases as requested by the Department of Justice. Attendance of and examination of incident cases. Support to the Head: Clinical Unit and Medical Specialist in all aspects required. Guidance of Forensic Pathology Officers with regard to performance of post mortems. Assist with teaching and training of Medical, Criminal investigation and justice groups in medico-legal autopsies and related investigations.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	<p>Dr. C Hattingh, email: (<a href="mailto:Christa.Hattingh@westerncape.gov.za">Christa.Hattingh@westerncape.gov.za</a>)</p> <p>Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").</p>
<b><u>NOTE</u></b>	<p>No payment of any kind is required when applying for these posts. Candidates who are not on possession of the stipulated registration requirements may also apply. Such candidates will only be considered for the appointment on condition that proof of application for registration with the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".</p>
<b><u>CLOSING DATE</u></b>	08 November 2024
<b><u>POST 39/170</u></b>	<b><u>REGISTRAR (MEDICAL) (NEUROSURGERY)</u></b> (5 Year Contract)
<b><u>SALARY</u></b>	R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	<p>Tygerberg Hospital, Parow Valley</p> <p>Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's license. Commuted overtime is compulsory. Emergency and after-hours call cover. Registrars may be required to work across the training platform on request. Competencies (knowledge/skills): FCS (Neurosurgery) Primary Examination passed. Current Advanced Trauma Life Support (ATLS) certification. Experience as a Medical Officer in a recognized Neurosurgery training unit is advantageous. Strong advantages include Surgical experience. Research experience (particularly with publications). Additional postgraduate qualifications or certificates. Evidence of effective leadership, communication, and interpersonal skills (as demonstrated in CV and references). Proficiency in neurosurgical patient care, including peri-operative management, trauma, and critical care.</p>
<b><u>DUTIES</u></b>	<p>Provision of safe and effective neurosurgical care to patients. Provision of care to neurosurgical patients in both outpatient an in-hospital setting. Comprehensive peri-operative care of neurosurgical patients, including in the Intensive Care Unit (ICU). Participate in trauma and emergency care related to neurosurgery. Attend regular tutorials and assist with the training of interns, medical students, nursing and allied staff. Take part in on-site after-hours duties relating to the care of acute patients and inpatients. Involvement in research and audits, particularly in neurosurgical techniques and patient outcomes.</p>

<b><u>ENQUIRIES</u></b>	:	Ms V De Jager Tel No: (021) 938-5194
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/171</u></b>	:	<b><u>REGISTRAR (MEDICAL) (ANAESTHESIOLOGY) (X9 POSTS)</u></b> (4 Year Contract)
<b><u>SALARY</u></b>	:	R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after-hour call cover. Each Registrar will be appointed in a specific training hospital but will be required to work across the distributed training platform. Competencies (knowledge/skills): Diploma in Anaesthesia [DA(SA)] successfully completed. Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills. Appropriate Anaesthesiology experience.
<b><u>DUTIES</u></b>	:	Provision of safe medical care to patients in the operating theatres and Intensive Care Units at Tygerberg Hospital and associated training hospitals. Provide clinical support to other medical and surgical disciplines at Tygerberg Hospital and associated training hospitals. Perform onsite after-hours duties as per call roster. Supervise and support medical interns and medical officers providing medical care on the service platform. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Assist with the training of interns, medical students, nursing staff and paramedics. Learn critical skills required of an Anaesthesiology specialist. Involvement in research/audits relating to Anaesthesia, Critical Care, Pain and Peri-operative Medicine.
<b><u>ENQUIRIES</u></b>	:	Prof S Chetty Tel No: (021) 938-9226
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.
<b><u>CLOSING DATE</u></b>	:	08 November 2024

<b><u>POST 39/172</u></b>	:	<b><u>PHARMACY SUPERVISOR GRADE 1</u></b> Overberg District
<b><u>SALARY</u></b>	:	R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE</u></b>	:	Grabouw CHC
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registered with the SAPC as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the South African Pharmacy Council (SAPC). Inherent requirements of the job: Valid Code (B/EB) drivers' license and willingness to travel in the subdistrict. Willingness to work overtime when and if required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Innovative analytical thinking and ability to initiate, co-ordinate, manage and sustain programs. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Relevant experience in primary health care platform and supervision will be beneficial.
<b><u>DUTIES</u></b>	:	Ensure efficient functioning of pharmaceutical services at the CHC and clinics within the subdistrict, including compliance to policies and legislation. Effective monitoring of and reporting on pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Manage the Chronic Dispensing Unit (CDU) and Private Provider processes. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Human Resource Management which includes disciplinary processes, performance management processes and staff development. Promote rational medicine use and chairing of Sub-District Pharmacy and Therapeutic Committee Meetings.
<b><u>ENQUIRIES</u></b>	:	Dr T Pillay Tel No: (028) 212 1070
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. A practical test may form part of the selection process. Shortlisted candidates will be subject to a Competency test.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/173</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R849 702 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE</u></b>	:	Northern/Tygerberg Sub-structure
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year Degree or National Diploma in the field of Human Resource Management. Experience: Appropriate operational background and management experience of People Management practices in supporting health services. Appropriate supervisory and management experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel. Competencies (knowledge/skills): Values - centered leadership guiding expert knowledge of public sector policies and directives for person-centric practice within complex context. Excellent planner and communicator who collaborates across an inter-disciplinary executive team using critical thinking, data analysis and adaptive learning to problem solve, enable informed decision making and monitor policy implementation. Works strategically and operationally in multi-levelled and fast-paced organisation, proving responsive PM expertise to employees and managers across a diverse health facility platform through effective teamwork, conflict resolution, mediation and interpersonal skills. Strong computer literacy (Excel, PowerPoint, Word and Outlook) to draft executive reports and formal submissions.
<b><u>DUTIES</u></b>	:	Provide professional and specialized support to the Sub-structure Director and executive team regarding establishment management (extensive knowledge of PERSAL recommended). Provide management support with regards to the compilation and control of the personnel budget of the Sub-structure, Implement and monitor management and labour relations policies and plans e.g. Human Resource Plan, Performance Management, Improvement Plans and Workplace Skills. Ensure effective and efficient personnel administration service to the Sub-Structure office and Primary Health Care Platform. Manage transversal sub-structure priorities based on Monitoring and Evaluation of performance management Indicators for good corporate governance and continuous quality improvement in People Management.
<b><u>ENQUIRIES</u></b>	:	Dr M Phillips Tel No: (021) 815-8854
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<b><u>CLOSING DATE</u></b>	:	08 November 2024

<b><u>POST 39/174</u></b>	:	<b><u>PHARMACIST GRADE 1 TO 3</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R804 609 per annum Grade 2: R869 796 per annum Grade 3: R949 146 per annum (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE</u></b>	:	George Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: <b>Grade 1:</b> None after registration as a pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 6-years relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. <b>Grade 3:</b> A minimum of 13 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 14-years relevant experience after registration as pharmacist with a recognised foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel extensively in an expansive Sub-District. Willingness to Indirectly Supervise Pharmacist's Assistants working in Primary Health Care Dispensaries. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Proficient in the use of MS Office applications (including Excel, Word, PowerPoint, Outlook and Teams) and dispensing /stock control programs of which Wellsky (JAC) will be an advantage. A sound level of clinical knowledge of pharmaceuticals listed in all the levels of the National Essential Medicine Lists and Treatment Guidelines. Ability to work in a team environment with rotating duties, in the pharmacy and greater Sub-District. Good communication and interpersonal skills. Experience in improving remote pharmacy governance and support systems in rural facilities. Experience in working as a member of a multidisciplinary team. Ability and willingness to supervise, tutor and train staff.
<b><u>DUTIES</u></b>	:	Take leadership in the pharmacy to establish a value driven pharmacy service and implement policies and guidelines in keeping with the Batho Pele, SAPC regulations, National Drug policy and National and Provincial treatment guidelines. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Promotion of rational drug use. Managing, maintaining and improving an effective acute and chronic prescription medicine supply system to remote rural facilities without pharmacies. Manage, assess and monitor compliance w.r.t good pharmacy practice, Ideal Clinic and National Core Standards. Supervising and supporting indirectly supervised Pharmacist Assistants for them to be employed to their full scope of practice. Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Human Resource Management which includes tutoring of Pharmacist Assistants as well as development of pharmacy staff. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the primary health setting.
<b><u>ENQUIRIES</u></b>	:	Mr S Honeyborne Tel No: (044) 814-1142
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within George Sub District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/175</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (AREA)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R656 964 per annum
<b><u>CENTRE</u></b>	:	Khayelitsha/Eastern Sub-structure Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing (SANC) Council

as Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwife. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willing to travel. Competencies (knowledge/skills): Knowledge of the Community Orientated Primary Health Care (COPC) approach and Health Care 2030 vision. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team as a supervisor.

**DUTIES** : Provide effective support to the Comprehensive Health, Community Based service and Facility Based service components in the Khayelitsha/ Eastern Sub-district Manage the implementation of the COPC approach and support the external and internal interface. Support the Eye Care and Refraction Services. Organize and support with the recruitment, selection, orientation and training of staff. Monitor and support with quality data submission.

**ENQUIRIES** : Ms C Steyn at (082) 650 1049  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 08 November 2024

**POST 39/176** : **ASSISTANT MANAGER NURSING (AREA)**  
 Chief Directorate: Metro Health Services

**SALARY** : R656 964 per annum  
**CENTRE** : Alexandra Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or Equivalent qualification that allows for registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with the Health Professions Council: Registration with the South African Nursing Council as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognizable nursing experience after Registration as Professional with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Inherent requirements of the job: Ability to work shifts, including weekends, Public holidays when required. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Word and Excel) and report writing skills. Demonstrate an in-depth knowledge of nursing, public service legislation, human resources and financial management. Good interpersonal, leadership, communication skills and a strong sense of responsibility.

**DUTIES** : Effective adherence to quality improvement strategies in the execution of quality nursing care and clinical governance. Effective management of human and financial resources and compliance to policies, protocols and practices. Manage and ensure the provision of leadership, management governance and the supervision of nursing services. Provision of holistic and quality nursing care within the parameters of professional, legal and ethical practices.

**ENQUIRIES** : Ms JE Isaacs Tel No: (021) 503-5077  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical oral assessment and competency assessment.

**CLOSING DATE** : 08 November 2024

**POST 39/177** : **OPERATIONAL MANAGER NURSING (SPECIALTY: MATERNITY AND NEONATAL)**  
 West Coast District

**SALARY** : R656 964 per annum  
**CENTRE** : Swartland Hospital, Swartland Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least one year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the South African Nursing Council as Professional Nurse. and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific speciality after obtaining the 1-year post-basic Advanced Midwifery and Neonatal Nursing Science.

**DUTIES** : Managing, planning, co-ordinating and maintain an optimal, specialised nursing in an Obstetric setting. Effective management and utilisation of human and financial resources to ensure optimal operational functions. Initiate and participate in training and research Provisioning of Support service to the Nursing Service Maintain professional growth/ethical standards and self-development.



<b><u>ENQUIRIES</u></b>	:	Ms L Julius Tel No: (022) 487-9204
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to do a competency-based assessment and practical test.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/178</u></b>	:	<b><u>DEPUTY DIRECTOR: INTEGRATED FACILITIES MANAGEMENT COORDINATOR (5/8TH POST)</u></b> Directorate: Facilities Management
<b><u>SALARY</u></b>	:	R531 063 (5/8th) per annum, (A portion of the package can be structured according to the individual's personal needs)
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualifications: Undergraduate degree in Commerce or Law. Experience: Appropriate experience at a Senior Level specifically including exposure to commercial law and contract management and facilities services. Competencies (knowledge/skills): Understanding the WCGHW strategic needs and goals. Knowledge of the WCGHW departmental structures, strategic policies and reports. Public administration. Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership techniques, production methods and coordination of people and resources. Meeting deadlines under pressure. Monitoring and evaluation methods, tools and techniques. Relationship Management.
<b><u>DUTIES</u></b>	:	Assist the department with Public Private Partnerships (PPP's) initiatives and agreements for e.g., the Tygerberg Hospital PPP, and with exit strategies. Assist the department with the Integrated Facilities Management (IFMS) Program and with IFMS Sites. Draft agreements (SLA's, MOA's, Letters of Undertaking, Implementation Protocols, Renewals and Extensions, and Powers of Attorney) in the furtherance of Departmental Projects, Tenders, Donations, and Collaborative Initiatives. Assist in the Standardisation of External Estate Partners on WCGHW Facility Grounds. This includes the formalisation of SLA's for payment of utilities (Water and Electricity usage) and terms of On-Site Occupation. Liaising with the Department of Infrastructure for Lease Agreements. WCGHW Estate Management Policy Development. Implement the WCGHW Policy Framework on State Residential Accommodation. Act as an intermediary between the Chief Directorate: Facilities and Infrastructure Management (FIM) and Corporate Legal Services. Training of Facility Managers in Estate Contract Management including Lawful Eviction Processes.
<b><u>ENQUIRIES</u></b>	:	Dr A Kharwa Tel No: (021) 918-1635
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/179</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT: POST NATAL WARD)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R520 560 per annum
<b><u>CENTRE</u></b>	:	Mitchell's Plain District Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in General nursing. Inherent requirement of the job: Ability and willingness to assist with after-hours hospital cover including weekends, public holidays and night duty relief and overtime should the need arise. Competencies (knowledge/skills): Ability to work under pressure and in a multi - disciplinary team context. Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills; ability to facilitate training. In depth knowledge and understanding of legal and ethical legislations, Nursing and Health Act, Regulations and policies related to Nursing practices, National Core Standards and the Public service code of conduct. Basic computer literacy (MS Word, Excel and Power Point).
<b><u>DUTIES</u></b>	:	Clinical governance - Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance – develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilization of information technology – data collection analysis and interpretation. Service delivery – facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mr. R. Geswindt Tel No: (021) 377-4410

<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: MHS for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/180</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays and night duty. Willingness to rotate to other units within the Operating theatre. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.
<b><u>DUTIES</u></b>	:	Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a professional Nurse in Operating Theatre. Supervise, co-ordinate and ensure the provision of an optimal, holistic and specialized nursing care within the operating theatre. Utilize human, material and physical resources efficiently and effectively. Practice within the realms of IPC, OHAS, Risk Management, Quality Assurance, GSH hospital protocols, procedures and policies. Provision of effective support to the Nursing Manager and maintain own professional growth and self-development.
<b><u>ENQUIRIES</u></b>	:	Ms J Watson Tel No: (021) 404-5161
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a compulsory competency test. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical & Surgical Nursing Science: Operating Theatre. The pool of applicants will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/181</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<b><u>CENTRE</u></b>	:	Alma CDC, Mossel Bay Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the specific speciality. Inherent

	requirements of the job: A valid (Code B/EB) driver's licence and willing to drive a mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Good Communication skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<b><u>DUTIES</u></b>	: Assist with management of clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's Collect data and submit reports on or before time. Provide PHC services to the surrounding farming communities. Assist with the management of human resources under supervision.
<b><u>ENQUIRIES</u></b>	: Ms A Lamprecht Tel No: (044) 604–6106
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert. Candidates will be subjected to a practical/ oral assessment.
<b><u>CLOSING DATE</u></b>	: 08 November 2024
<b><u>POST 39/182</u></b>	: <b><u>ASSISTANT DIRECTOR: HR (PEOPLE AND FACILITY MANAGEMENT)</u></b> Garden Route District
<b><u>SALARY</u></b>	: R444 036 per annum
<b><u>CENTRE</u></b>	: Harry Comay Hospital, George Sub-district and Uniondale Cluster
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resource management and/or appropriate experience /exposure to Facility Management/Support Service Management in a Hospital setting. Appropriate management and supervisory experience. Appropriate PERSAL experience. Appropriate experience in Contract Management and performance management of Outsource Services. Inherent requirement of the job: Valid Code (B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Strong managerial and supervisory skills. Complex problem-solving skills. Judgement and decision-making skills. Excellent computer skills in MS Office packages.
<b><u>DUTIES</u></b>	: Ensure effective and efficient management and implementation of all aspects of People Management, including People Development and Labour Relations. Strategic, operational and financial management of all Support Services including Waste Management, Linen, Transport, Porters, Telecommunications and Outsourced Services (Catering, Cleaning, Security, Waste Removal and Pest Control) ensuring compliance with the applicable legislative frameworks. Strategic, operational and financial management of Technical Services, Facility Maintenance and Capital Infrastructure Projects. Provide strategic management and leadership as member of the Executive Committee Team and participate in executive management decision-making and planning. Management of all aspects on Infrastructure and Estate Management from conducting Risk Assessments and Disaster Management, to the development of Business Plans to Project Management and the delivery of Infrastructure Projects. Support to Supervisor.
<b><u>ENQUIRIES</u></b>	: Dr Z North Tel No: (044) 814 – 1126
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical and competency assessment.
<b><u>CLOSING DATE</u></b>	: 08 November 2024
<b><u>POST 39/183</u></b>	: <b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION</u></b> Chief Directorate: Emergency and Clinical Services Support
<b><u>SALARY</u></b>	: R444 036 per annum
<b><u>CENTRE</u></b>	: Emergency Medical Services, People Management (premises of Karl Bremmer Hospital)
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate 3-year National Diploma\Degree or equivalent NQF6 qualification in the Human Resource related field. Experience: Appropriate supervisory experience. Appropriate experience in Service Conditions. Appropriate experience In Pension Benefits. Appropriate experience In Leave Administration. Appropriate experience in Persal. Inherent requirements of the job: Valid driver's licence. Computer literacy Microsoft Package.

Ability to travel throughout the province. Perform over time duties when required. Competencies (knowledge/skills): Proven ability to sustain professional relationships and co-ordinate HR practices over a wide geographical area. Good problem-solving, decision-making, planning and organizational skills, strong leadership skills and can maintain confidentiality. Ability to work under pressure and to meet deadlines. Ability to work independently and promote team cohesion. Knowledge of applicable HR legislation, regulations and delegations.

- DUTIES** : Co-ordinate, supervise and plan all personnel administration tasks and manage the full range of administrative functions relating to service conditions and benefits, pension administration and leave administration. Coordinate and ensure compliance to Departmental PM policies and prescripts and manage internal and external audit investigations, inclusive of extracting and analyzing PERSAL reports. Provide an optimal advisory service and ensure the correct application of policies and practices w.r.t all people management matters to EMS management and staff, across the Western Cape Province. Analyze, interpret, evaluate and provide solutions for complex HR problems. Investigate and respond to grievances as received from the EMS Employee Relations component. Responsible for the supervision and continuous staff development of the administrative staff under your control. Co-ordinate, facilitate and provide PM related information sessions for staff, supervisors and managers.
- ENQUIRIES** : Ms L Meter Tel No: 021) 944-9220, email: [liesl.meter@westerncape.gov.za](mailto:liesl.meter@westerncape.gov.za)
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
- CLOSING DATE** : 08 November 2024

**POST 39/184** : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R376 524 per annum  
Grade 2: R439 755 per annum  
Grade 3: R514 785 per annum

**CENTRE** : Stikland Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with the Health Professions Council: Registration with the HPCSA as an Occupational Therapist. Experience: **Grade 1:** None after registration with the HPCSA as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as an Occupational Therapist. Minimum of 11-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as an Occupational Therapist. Minimum of 21-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts, policies and procedures. Understanding of evidence-based practice and knowledge of PSR model in a Mental health environment. Computer literacy.

**DUTIES** : Provide evidence based Clinical Service within in a Mental health setting in accordance with prescribed requirements and protocols. Conduct assessments and implement treatments plans within allocated areas. Administration related to clinical service delivery. Ensure effective resource management. Ensure continued professional development by staying abreast with developments within the profession.

**ENQUIRIES** : Ms Y Louw Tel No: (021) 940-4590

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for similar vacant posts within the Chief Directorate: MHS for a period of 3 months from date of advert.

**CLOSING DATE** : 08 November 2024

<b><u>POST 39/185</u></b>	:	<b><u>CHIEF FORENSIC OFFICER</u></b> Emergency and Clinical Services Support
<b><u>SALARY</u></b>	:	R376 413 per annum
<b><u>CENTRE</u></b>	:	Forensic Pathology Service, Worcester Laboratory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Extensive Forensic Pathology Operational Experience. Appropriate Supervisor experience in a Forensic Mortuary. Appropriate People Management, Supply Chain Management and Finance Management experience. Inherent requirements of the job: Valid Code B/EB driver's license. Ability to lift and work with corpses (mutilated, decomposed, infectious viruses, etc.). Will be required to wear a uniform. Will be required to work standby and overtime. Will be required to travel for long periods of time when required. Will be required to assist in the planning/training of major incident exercises as well as involvement in major incident roles. Will be required to investigate and gather evidence for Pathologist (statements, reports, hospital notes and folders). Computer and software literacy in at least MS Excel and Word. Competencies (knowledge/skills): Competent in numerical assessment, planning, forecasting, and checking (procurement, stores, claims, etc.). Ability to work independently and within a team when required. Ability to achieve and maintain good interpersonal and working relations with staff and clients, with knowledge of the core values of the Department. Knowledge and application of policies. Ability to communicate clearly and discreetly in person and in writing. Ability to work under pressure, meet deadlines and solve complex problems in a multi-disciplinary team.
<b><u>DUTIES</u></b>	:	Ensure clinical service delivery transformation. An effective identification & forensic autopsy process rendered in accordance with set standards and guidelines. An effective and efficient Management of unknown corpses. An efficient support service to the manager with regard to corporate governance functions of the Forensic Pathology Laboratory. Ensure sound management of assets and finance. Ensure the establishment and maintenance of health infrastructure and technology to support service.
<b><u>ENQUIRIES</u></b>	:	Ms K Van Der Berg, email: <a href="mailto:Karen.Vanderberg@westerncape.gov.za">Karen.Vanderberg@westerncape.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisting candidate's will be subjected to a practical test and may be subjected to a psychometric test. Candidates will be subjected to a security clearance prior to appointment.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/186</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R376 413 per annum
<b><u>CENTRE</u></b>	:	Worcester Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate supervisory experience. Appropriate experience in Revenue and/or Patient Administration environment. Inherent requirements of the job: A Valid (Code B/EB) driver's license. Willingness to travel and work after-hours when required. Competencies (knowledge/skills): Computer literacy in Microsoft (MS Word, Excel, Outlook) and practical workable knowledge of AR (Accounts Receivable), BAS (Basic Accounting System) and Hospital information systems. Knowledge of the PFMA, Hospital Fees Memorandum Chapter 18, including patient administrative related policies, handling of state monies and receipts, procedures, practices and (UPFS) Uniform Patient Fee Schedule. Good supervisory, interpersonal, leadership and communication skills and strong sense of responsibility. Good organisational and administrative skills and the ability to function in a team and under pressure. Manage overall performance of Patient Administration Services and Fees Department. Responsible to interpret, communicate, implement finance instructions, revenue notices, standard operating procedures and Public Finance Management Act. Minimise financial risk and effectively manage revenue debt and budget control and complete and submit monthly reports and provide strategic inputs. Conduct and attend meetings and forums with stakeholders. Ensure effective Human Resources Management: disciplinary procedures as well as supervision and evaluation of personnel under your control.
<b><u>DUTIES</u></b>	:	Manage overall performance of Patient Administration Services and Fees Department. Responsible to interpret, communicate, implement finance instructions, revenue notices, standard operating procedures and Public Finance Management Act. Minimise financial risk and effectively manage revenue debt and budget control and complete and submit monthly reports and provide strategic inputs. Conduct and attend meetings and forums with stakeholders. Ensure effective Human Resources Management: disciplinary procedures as well as supervision and evaluation of personnel under your control.
<b><u>ENQUIRIES</u></b>	:	Mrs Shiella Gcwabe Tel No: (023) 348-6458
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/187</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (GOVERNANCE - TRAINING AND DEVELOPMENT)</u></b> Directorate: Supply Chain Management (Governance)
<b><u>SALARY</u></b>	:	R376 413 per annum
<b><u>CENTRE</u></b>	:	Head Office: Bellville

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualifications: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience within a government SCM environment. Appropriate experience of procurement prescripts related to Goods, Services. Appropriate training or facilitation experience. Inherent requirement of the job: Valid driver's licence (Code B/EB) and able to travel to conduct training. Competencies (knowledge/skills): Computer Literacy in MS Office, particularly in MS Word, MS Excel and MS PowerPoint. Accredited training and facilitation experience. Effective communication and interpersonal skills. Possesses sound problem-solving skills. Appropriate knowledge of Supply Chain Management Legislation, Policy frameworks, the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations and Instructions. Knowledge and understanding of the Accounting Officers System and SCM delegations related to Goods, Services and General Conditions of Contract. Appropriate knowledge of LOGIS/BAS, ePS or similar Procurement Management Systems.
<b><u>DUTIES</u></b>	:	Develop, present and or facilitate training to SCM officials throughout the Western Cape, therefore required to travel. Conduct training needs assessments to determine training interventions. Develop and update an annual training plan. Course administration and coordination of course logistics. Liaison with various internal and external stakeholders for the coordination and facilitation of training programmes. Collation and review of feedback on various training interventions. Develop, present and facilitate Supply Chain Management learning programs related to Goods, Services, as per approved Departmental training plan. Develop training interventions on an ad-hoc basis as a result of urgent training needs identified by management. Facilitation of internal and external training as per approved Departmental training plan. Review of evaluation forms for training interventions. Identification of course objectives met with training interventions. Development and maintenance of training database. Quarterly and annual reporting on training provided. Management of human resources within the training unit, supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Ms. L Khan Tel No: (021) 834-9047
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/188</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u></b> Overberg District
<b><u>SALARY</u></b>	:	R376 413 per annum
<b><u>CENTRE</u></b>	:	Caledon Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in Human Resources administration (i.e. Salary Administration, Service Conditions, Personnel Management, PERSAL and Recruitment and Selection). Relevant experience in Supervision. Inherent requirement of the job: Valid driver's licence. Competencies: Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Computer skills (MS Office, Word, Excel and PowerPoint).
<b><u>DUTIES</u></b>	:	Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.
<b><u>ENQUIRIES</u></b>	:	Ms N Fudu Tel No: 028) 212-1070
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/189</u></b>	:	<b><u>DIETICIAN GRADE 1 TO 3 (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R376 524 per annum Grade 2: R439 755 per annum Grade 3: R574 785 per annum
<b><u>CENTRE</u></b>	:	Northern/Tygerberg Sub-structure

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Registration with a Professional Council: Registration with Health Professions Council of South Africa (HPCSA) as a Dietician. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Dietician in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> A minimum of 10 years' relevant experience after registration with the HPCSA as a Dietician in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> A minimum of 20 years' relevant experience after registration with the HPCSA as Dietician in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Required to accumulate Continuing Professional Development points for continued registration with HPCSA. Willingness to conduct outreaches to local clinics, community day/ health centres and communities. Driver's license Code B/EB. Willingness to work overtime. Competencies (knowledge/skills): Thorough knowledge and exposure to all aspects relating to Dietetics. Good interpersonal, communication and organisational skills. Skills should include computer literacy, facilitation, presentation and project coordination.
<b><u>DUTIES</u></b>	:	(Managing burden of disease by improving nutrition in the early life and late life course to all patients. Provide community outreach, conduct projects and activities by rendering a therapeutic service. Capacitated workforce - provide in-service training and mentoring of all categories of personnel and students on nutrition related topics to. General administration including assisting with planning, reporting activities conducted, and monitoring of nutritional programmes.
<b><u>ENQUIRIES</u></b>	:	Ms. N. Kassen Tel No: (021) 815-8798
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as a Dietician with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/190</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: FINANCE AND SUPPLY CHAIN MANAGEMENT</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R308 154 per annum
<b><u>CENTRE</u></b>	:	Alan Blyth Hospital, Ladismith
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate and proven experience in Finance, Revenue and Supply Chain Management. Appropriate experience in budget and expenditure management, compiling monthly reporting as well as annual and interim financial statements. Proven supervisory experience. Inherent requirements of the job: A valid code B (or higher) driving license. People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Willingness to work after hours when required. Competencies (knowledge/skills): Good managerial, reporting and report writing skills. Computer literacy (MS Word, Excel and Microsoft Office) with knowledge of LOGIS, CLINICOM and BAS. Sound Knowledge of applicable policies (PFMA, AO System, UPFS, Financial delegations/instructions and NTR). Supervisory skills. Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates.
<b><u>DUTIES</u></b>	:	Responsible for managing and ensuring compliance within the Supply Chain Management (SCM) department and ensure the effective and efficient application of procurement policies, processes including management of acquisition, contracts, logistics, assets, demand, disposal and the institutionalization of proper SCM practices. Responsible for managing ensuring compliance within the Finance Department (expenditure control, revenue control, verify and authorize and follow up on debt- and ledger accounts and all other financial management responsibilities) including draw and monitor expenditure reports and authorising payments on LOGIS and BAS and ensure the correct use of SCOA allocations. Responsible for assessing and improving SCM performance and risk management, including establishing and adhering to internal control. Responsible for timely and accurate reporting of financial statements,

disclosure of assets, inventories and Financial and SCM related indicators. -Responsible for timely and accurate reporting of Revenue in year monitoring IYM, BAS/accounts receivable AR reconciliation and Revenue Action Plan. Manage, control and monitor UPFS compliance, management of RAF, WCA/COID and state debt like SAPS/DCS/SANDEF. Manage, control and monitor progress on multiple projects aimed at improving SCM, Finance efficiency and Expenditure Control Vetting. Perform leadership functions by advising, training and guiding all staff within SCM, Revenue and Finance, and manage all related human resource management functions within the component.

**ENQUIRIES** : Mr R Mars Tel No: (044) 203-7247  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.  
**CLOSING DATE** : 08 November 2024

**POST 39/191** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**  
 Garden Route District

**SALARY** : Grade 1: R307 473 per annum  
 Grade 2: R375 480 per annum  
 Grade 3: R451 533 per annum  
 (Plus, an 8% non-pensionable rural allowance of your annum basic salary).

**CENTRE** : Uniondale Hospital, George Sub-District  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to work at other clinics in the Sub-district. A valid driver's licence. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication and interpersonal skills (both written and verbal).

**DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Participate in training, development and research within the nursing department. Provision of support to nursing services.

**ENQUIRIES** : Ms G Lloyd Tel No: (044) 814-1123  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within George Sub District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

**CLOSING DATE** : 08 November 2024

**POST 39/192** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (PRIMARY HEALTH CARE)**  
 Garden Route District

**SALARY** : Grade 1: R307 473 per annum  
 Grade 2: R375 480 per annum  
 Grade 3: R451 533 per annum

**CENTRE** : Mossel Bay Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable



experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Inherent requirements of the job: Willing to work in all Primary Health Care facilities e.g. Community Day Centers, Clinics, Satelliteclinics and on Mobile Clinics. Valid driver's license. Willing to work overtime when needed. Competencies (knowledge/skills): Planning and organisational Skills. Self-discipline and motivation. The ability to function independently under pressure. Good communication skills.

**DUTIES** : Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates

**ENQUIRIES** : Ms A Lamprecht Tel No: (044) 604 - 6106  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Mossel Bay Sub District for a period of 3 months from date of advert."

**CLOSING DATE** : 08 November 2024

**POST 39/193** : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3**  
 Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R250 947 per annum  
 Grade 2: R290 436 per annum  
 Grade 3: R313 308 per annum

**CENTRE** : Delft Community Health Centre  
**REQUIREMENTS** : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a Professional Council: Registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Competencies (knowledge/skills): Good computer literacy in MS office Ability to work as part of a team or independently. Ability to work under pressure.

**DUTIES** : Assist with reading and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist. Assist with the provision of instructions regarding the correct use of medicine supplied and information to individuals to promote health. Assist with the distribution, control of and ordering of medicine and scheduled substances. Assist with the compounding or manufacturing of a non-sterile or sterile medicine or scheduled substance according to a formula and standard operating procedures approved. Assist with general work in the pharmacy and administrative tasks.

**ENQUIRIES** : Mr. C. Jacobs Tel No: (021) 833- 9090  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Pharmacist Assistants who do not comply with registration in the advertised category may apply on condition that registration in the required category is obtained within 12 months. The appointment will be subject to a 12-month probationary period. Should the employee not meet the conditions of their appointment within the agreed timeframes, the probationary period may be extended, or the employee may be dismissed. The pool of applicants will be considered for other vacant Pharmacist Assistant Post Basic posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.

<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/194</u></b>	:	<b><u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (RECRUITMENT AND SELECTION)</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management (Recruitment and Selection). Competencies (knowledge/skills): Computer literacy in MS Word, Excel and Outlook. Good communication skills. Excellent minute-taking skills. Knowledge pertaining to Employment Equity and Recruitment and Selection policy.
<b><u>DUTIES</u></b>	:	Responsible to facilitate recruitment and selection process. Serve as HR representative during shortlisting meetings and interviews. Assist supervisor with scrutinizing of motivations for correctness. Provide guidance to panel members when the need arises. Provide advice regarding the application of Recruitment and Selection policies and prescripts. Do verification checks and hosting of fingerprints. Recordkeeping and filing. Maintain and update database regarding posts in process. Assist with telephonic and written enquiries.
<b><u>ENQUIRIES</u></b>	:	Ms V De Jager Tel No: (021) 938-5194
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	Candidates may be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/195</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)</u></b>
		Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Khayelitsha District Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain. Competencies (knowledge/skills): Computer Literacy (MS Word and Excel). Knowledge of SCM processes and Accounting Officer system. Knowledge of Logis.
<b><u>DUTIES</u></b>	:	Receive and issue goods and distribute items to end-users. Constant spot checks with Bi-annual stock takes and assist with input for the preparation for the annual financial statements. Capture Log 1's and close all receipts on the Logis system. Maintain 0-9 files and follow up deliveries. Manage and maintain inventory control and the disposal of store items. Day to day administrative duties, audit compliance and handling of enquiries written and telephonically. Adhere to and implement Occupational and Health and Safety standards. Ensure that all transactions comply with legislative requirements and SCM prescripts.
<b><u>ENQUIRIES</u></b>	:	Mr N Sitonga Tel No: (021) 360-4734
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: MHS for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/196</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT</u></b>
		Chief Directorate: Clinical and Emergency Services Support
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Forensic Pathology Services, Vredenburg
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Administration experience. Inherent requirements of the job: Valid Code B/ EB driver's License. Ability to work in a mortuary environment. Computer Literacy in MS Office. Competencies (knowledge/skills): Ability to collate and verify data accurately and have good interpersonal and organizational skills. Ability to work under pressure, interpret and apply policies. Knowledge of Petty Cash and EPS (Electronic Purchasing System). Knowledge of Contract Management, PMFA and SCOA codes. Knowledge of LOGIS. Knowledge of Electronic Content Management software (ECM). Efficient and effective processing and filing of documentation. Effective control of reports and statements, during and after the Forensic Mortuary process. Effective Management of stores, assets, and infrastructure. Administration duties in relation to Forensic Pathology Laboratory functional activities. Effective support to the Facility Manager.
<b><u>DUTIES</u></b>	:	Efficient and effective processing and filing of documentation. Effective control of reports and statements, during and after the Forensic Mortuary process. Effective Management of stores, assets, and infrastructure. Administration duties in relation to Forensic Pathology Laboratory functional activities. Effective support to the Facility Manager.
<b><u>ENQUIRIES</u></b>	:	Mr L Julies Tel No: (022) 713-2362/70, email: <a href="mailto:Lyndon.Julies@westerncape.gov.za">Lyndon.Julies@westerncape.gov.za</a>

<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	Candidates will be subjected to a Practical test. No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance prior to appointment.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/197</u></b>	:	<b><u>ADMINISTRATION CLERK: FINANCE/ADMIN</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	New Somerset Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Financial Management, specifically focused on Creditor Management and Asset & Liability Accounting. Inherent requirements of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Computer literacy (MS package). Systematic thinking and attention to detail. Ability to interpret and apply policies. Numerical skills.
<b><u>DUTIES</u></b>	:	Capturing and processing of Logis and BAS payments on receipt and in compliance to the PFMA, NTR's, PTI's and Departmental Finance Instructions and Circulars. Confirming accuracy, completeness and Validity of payment supporting documentation. Batching and filing of supporting documentation. Timeous resolution of supplier and management queries. Reconciliation of Creditor's Statements monthly and remittance of payments made. Monitoring and Clearing of Asset & Liability Accounts daily and reporting on a monthly basis. Processing of Journals to correct incorrect expenditure. Allocation of expenditure according to the correct SCOA. Provide assistance and support within the Finance and Supply Chain Management components.
<b><u>ENQUIRIES</u></b>	:	Mr S Isaacs Tel No: (021) 402-6217
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/198</u></b>	:	<b><u>ADMINISTRATION CLERK: FINANCE/ADMIN (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Valkenberg Hospital (X1 Post) New Somerset Hospital (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate patient administration experience in a health environment. Appropriate Clinicom experience. Inherent requirement of the job: Willingness to work overtime and provide relief in other departments as operationally required. Competencies (knowledge/skills): Computer skills in MS Office. Good interpersonal and communication skills, ability to work independently, and as part of a team, ability to maintain confidentiality and problem-solving and conflict management with good organisational skills. Official must have a good understanding of the daily running of a hospital admissions department, good understanding of the department & fees protocol, and hospital fees, policies and procedures – Chapter 18.
<b><u>DUTIES</u></b>	:	Patient Administration (Admission, transfer, discharge of patients, telephone enquiries). Patient Identification (Taking and storing of photos and nursing collaboration in terms of taking photos of patients). Ward support (folder administration and ad hoc ward duties). Support/Relief to staff and supervisor as operationally required.
<b><u>ENQUIRIES</u></b>	:	Ms E Van der Westhuizen Tel No: (021) 833-9445
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/199</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT (FACILITY ADMINISTRATION)</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate proven experience in dealing with parking administration, access control administration and

data capturing. Inherent requirements of the job: Required to Start At 6am in the morning. Competencies (knowledge/skills): Knowledge of Access control systems preferably Softcon, parking administration within a government facility and SCM processes. Be physically fit to walk and monitor access and parking enquiries on the estate when required. Must be able to deal with high volume telephone and walk-in enquiries. Computer literacy in MS Package (MS Windows, Word and Excel, Outlook)

- DUTIES** : Daily monitoring and reporting on parking and access status on the estate. Attend to applications for parking and access, Manufacture and issuing of access and ID cards. Ensure that monthly payments for parking are submitted and verified. Ensure that all spreadsheets are updated and delivered on due dates. Set up meetings with stakeholders with regards to parking and access. Assist with adhoc duties within Facility Management in relation to disaster management and driving.
- ENQUIRIES** : Mr K Oliver Tel No: (021) 404-2325
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test on the day of interview.
- CLOSING DATE** : 08 November 2024

**POST 39/200** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**  
Garden Route District

- SALARY** : R216 417 per annum
- CENTRE** : Garden Route District Office, George Sub-district
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management. Appropriate experience in the LOGIS system. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the district. Competencies (knowledge/skills): Good interpersonal skills, the ability to maintain confidentiality and excellent communication skills. Computer literacy (MS Word, Excel and Outlook), attach proof or mentioned in CV. Sound theoretical and practical knowledge of policies regarding Financial-, Supply Chain-, Warehouse- and Asset Management, LOGIS system functions, PFMA, Treasury Directives and legislation pertaining to Supply Chain Management environment. Ability to effectively multi-task, function independently and under pressure in a physically demanding environment.

- DUTIES** : Responsible for the procurement of all goods and services (as identified by the committee) via the correct processes, the receipt of good and services and the system functions related to procedures. - Maintaining the asset register and ensure proper asset management. - Conduct inventory and asset stocktake and ad-hoc inspections. - Responsible for capturing invoices, payments and reconciliation of accounts/statements. - Assist with the disposal of assets and inventory items in accordance with existing prescripts and with monthly reconciliations. - Provision of effective scheduled work in district.

- ENQUIRIES** : Ms N Colburn Tel No: (044) 803-2700
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test.
- CLOSING DATE** : 08 November 2024

**POST 39/201** : **PERSONNEL OFFICER (HUMAN RESOURCES)**  
Chief Directorate: Metro Health Services

- SALARY** : R216 417 per annum
- CENTRE** : Office of the Chief Directorate: Metro Health Services (Bellville Health Park)
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management within salary and service benefit administration. Appropriate PERSAL experience. Competencies (knowledge/skills): Computer literacy. Ability to work under pressure and to meet deadlines.

- DUTIES** : Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, PILIR, salary administration, leave, housing, injury on duty, distribution of monthly pay slips, debt management, verify documents, qualifications, etc Responsible for capturing transactions on PERSAL. Handling all personnel enquiries and correspondence (written and verbal). Auditing of personnel and leave records. Assisting staff, supervisor, management and members of the public with regard to Human Resource and Personnel matters. Will be required to work in the HR administration and Compliance Management section with various HR related tasks.

- ENQUIRIES** : Mrs D Dreyden Tel No: (021) 815-8681
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Personnel Officer posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/202</u></b>	:	<b><u>PERSONNEL OFFICER: EMPLOYEE BENEFITS ADMINISTRATION</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Northern/Tygerberg Sub-structure Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: National Senior Certificate or equivalent. Experience: Appropriate experience of salary systems and personnel management. Appropriate experience of PERSAL and relevant functions. Inherent requirements of the job: Willingness to work overtime. Competencies (knowledge/skills): Computer Literacy (MS Office, Word, Excel, PowerPoint and Outlook). Knowledge of the PM prescripts and Regulations and basic understanding of Human Resource Management Good interpersonal and organizational skills and ability to function under pressure and meet deadlines. Good communication skills.
<b><u>DUTIES</u></b>	:	Responsible for all Human Resource related functions within the HR Department. Handle appointments, service terminations, salary administration, PILIR, WCA and general service conditions, audit of leave and personnel files, debt management, commuted overtime, pension administration, housing, transfers and MMS structuring. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal) and maintain registers and filing system. Effective support to supervisor, management and members of the public with regards to Human Resource and Personnel Matters. Responsible for Audit reports (COT overtime, housing, rental, leave and RWOEE) and feedback to supervisor pertaining Audit finds.
<b><u>ENQUIRIES</u></b>	:	Ms. D. Martin Tel No: (021) 815-8573
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Personnel Officer posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. All shortlisted candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/203</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMISSIONS (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Reception Services. Inherent requirements of the job: Must be willing to work 12-hour shifts. Comply with internal rotation schedules within the component to ensure continued development and growth for future opportunities. Competencies (knowledge/skills): Computer literacy in terms of collating, interpreting and inserting data into a spreadsheet. Computer Literacy (Microsoft Word, Microsoft Excel, CLINICOM). Good communication skills (written and verbal). Ability to work under pressure with set deadlines. Excellent interpersonal skills / Client care skills. Ability to execute duties accurately and thoroughly. Must be able to work independently or in a team and under supervision.
<b><u>DUTIES</u></b>	:	Handling of state monies. Perform all duties associated with collating data onto CLINICOM and rendering of an invoice. Ensure correctness of patient invoices. All reception, clinic, ward duties as well as special offices. Working knowledge of CLINICOM. Collection of valid documents in order to classify patients into correct tariff category. Ensuring all appointments are captured and admitted daily. Maintaining correct filing system.
<b><u>ENQUIRIES</u></b>	:	Mr RE Domingo Tel No: (021) 938-4550
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	All shortlisted candidates will be subjected to a competency test.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/204</u></b>	:	<b><u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT (TECHNOLOGY)</u></b> Directorate: Information Technology
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town (based at Tygerberg Hospital: HIS Application Centre)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate experience in administration. Competencies (knowledge/skills): Numerical and Financial Competence. Analytical and Problem-Solving Skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook, and Teams). Information systems management skills. Analytical and problem-solving skills. Excellent communication and people skills. Basic database

development and maintenance skills. Communication skills, Organizational skills, Technical and IT skills.

<b><u>DUTIES</u></b>	:	Responsible for Administrative Support by provide high-level administrative support to managers, ensuring seamless office operations. Ensuring functional Diary Management, organize appointments, meetings, and events, managing time effectively and resolving scheduling conflicts. Coordinate meetings, prepare agendas, take minutes, and distribute materials to stakeholders. Travel and Accommodation Management: Organize travel arrangements, including flight bookings, accommodation, and travel claims. Financial Administration: Track expenditure, assist with purchase orders, and support procurement activities. Human Resource and Contract Administration: Assist with recruitment coordination, onboarding, and contract management. Reporting and Presentations: Support the preparation of reports, presentations, and other documentation. SharePoint Administration: Manage documents and ensure correct access and organization within SharePoint.
<b><u>ENQUIRIES</u></b>	:	Mr C Matasane, email: <a href="mailto:Cally.Matasane@westerncape.gov.za">Cally.Matasane@westerncape.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 November 2024

**POST 39/205** : **FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2 (X2 POSTS)**  
Chief Directorate: Clinical and Emergency Services Support

<b><u>SALARY</u></b>	:	Grade 1: R205 773 per annum Grade 2: R239 658 per annum
<b><u>CENTRE</u></b>	:	Forensic Pathology Services, Tygerberg Laboratory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate with having achieved Mathematics, Life Science and / or Biology as passed subjects. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> 10 year's appropriate experience. Inherent requirements of the job: Valid Code B/EB driver's license. Ability to communicate clearly and discreetly in person and in writing. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Computer and software literacy (MS Office). Competencies (knowledge/skills): Ability to be trained in 4x4 Vehicle handling. Ability to be trained in photography. Will be required to deliver testimony in court proceedings. Willingness to be trained in Forensic Investigation and Dissection. Will be required to work shift duties/office duties and overtime duties. Ability to work under pressure.

<b><u>DUTIES</u></b>	:	Effective and efficient recovery, storage and processing of deceased. An effective forensic autopsy process rendered in accordance with set standards and guidelines. Optimal control of reports and statements during and after the Forensic Mortuary process. An effective and efficient Management of Unknown corpses. An efficient support service to the Manager regarding Corporate and Clinical Governance functions of the Forensic Pathology Laboratory.
<b><u>ENQUIRIES</u></b>	:	Ms A Campbell, email: <a href="mailto:Arnolene.Campbell@westerncape.gov.za">Arnolene.Campbell@westerncape.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	08 November 2024

**POST 39/206** : **TELKOM OPERATOR**  
West Coast District

<b><u>SALARY</u></b>	:	R183 279 per annum
<b><u>CENTRE</u></b>	:	Vredenburg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Willing to work shifts, night shifts, weekends, and public holidays. Willingness to perform overtime/standby duties when required. Experience: Relevant switchboard and control room experience. Inherent requirements of the job: Willing to work shifts, night shifts, weekends, and public holidays. Willingness to perform overtime/standby duties when required. Competencies (knowledge/skills): Excellent listening skills and telephone etiquette. Computer literacy (MS Word, Excel, and Outlook).

<b><u>DUTIES</u></b>	:	Handle all incoming and outgoing calls as well as telephonic and emergency enquiries. Ensure effective and efficient communication, both internally and externally between staff, clientele, and the public. Monitor CCTV system. Responsible for fire alarms, medical gas alarms, elevator alarms, access control system and PA system. Ongoing updates of the telephone extension and client lists. Provide clerical and administrative support to the supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr A Van Vuuren Tel No: (022) 709-5069
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, and previous employment.
<b><u>CLOSING DATE</u></b>	:	08 November 2024

<b><u>POST 39/207</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 TO 3</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R277 070 per annum
<b><u>CENTRE</u></b>	:	Nieuvelpark CC, Beaufort-west PHC Clinics
<b><u>REQUIREMENTS</u></b>	:	Minimum educational Qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a Professional Council: Registration with SANC as a Nursing Assistant. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to rotate between facilities.
<b><u>DUTIES</u></b>	:	Provide quality basic nursing care. Provide elementary clinical nursing care. Assist Patients with activities of daily living which includes Patient Hygiene, Nutritional status, mobility and elimination needs. Maintaining professional growth, Ethical standards and Self-development. Record Keeping.
<b><u>ENQUIRIES</u></b>	:	Ms JP Rossouw Tel No: (023) 414-3984
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Central Karoo District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/208</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 TO 3</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R277 070 per annum
<b><u>CENTRE</u></b>	:	Nelspoort Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a Professional Council: Registration with SANC as a Nursing Assistant. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work overtime when necessary and to work at other facilities within the Sub-district.
<b><u>DUTIES</u></b>	:	Provide quality basic nursing care. Provide elementary clinical nursing care. Assist Patients with activities of daily living which includes Patient Hygiene, Nutritional status, mobility and elimination needs. Maintaining professional growth, Ethical standards and Self-development. Record Keeping.
<b><u>ENQUIRIES</u></b>	:	Mr. GG. Samuels Tel No: (023) 416-1688
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Central Karoo District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/209</u></b>	:	<b><u>DRIVER (HEAVY DUTY VEHICLE)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R155 148 per annum
<b><u>CENTRE</u></b>	:	Northern/Tygerberg Sub-structure

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in transportation of passengers and goods in a health environment. Inherent requirements of the job: Valid heavy duty (Code EC1/10) manual driver's license. Valid Public Driving Permit (PDP). Work overtime as per needs requirement and perform standby duties, after hours, including weekends and public holidays. Competencies (knowledge/skills): Knowledge of the Transport Circular of 2000. Ability to accept accountability and responsibility and to work independently and unsupervised. Good knowledge of road network in the Peninsula. Relief staff within the component when required. Safe driving skills.
<b><u>DUTIES</u></b>	:	Transport good, services, personnel and learners from one point to another. Transport of staff to and from various residential areas in the Western Cape. Conduct routine maintenance, inspection of vehicles and timeously reporting of defects and accurate and detailed completion of Logbooks. Adhere to departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Relief staff within the component when required.
<b><u>ENQUIRIES</u></b>	:	Mr. JL Frank Tel No: (021) 815-8872
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: MHS for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/210</u></b>	:	<b><u>CLEANER</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	R131 265 per annum
<b><u>CENTRE</u></b>	:	Beaufort West CDC
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Experience in the field of domestic and clinic cleaning services. Inherent requirements of the job: Physical able to lift and/or move heavy objects and supplies. Ability to operate machinery and equipment used in domestic and clinic cleaning services. Valid Code B/EC Drivers licence and willingness to drive. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse/waste products and to adhere to policies and cleaning procedures. Ability to operate machinery and equipment. Knowledge of legislation and policies of the Department of Health and Wellness relevant to cleaning practice.
<b><u>DUTIES</u></b>	:	General cleaning, housekeeping and maintenance (i.e dust/sweep/ polish/ scrub/ mop/ clean windows/ walls/equipment/machinery and refuse removal.) Ensure effective Waste management, Linen Management etc. Effective and efficient utilization and storage of cleaning materials and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhere to general hygienic and safe environment in terms of standards and procedures.
<b><u>ENQUIRIES</u></b>	:	Sr J Rossouw Tel No: (023) 414-3984
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/211</u></b>	:	<b><u>DRIVER (LIGHT DUTY VEHICLE)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R131 265 per annum
<b><u>CENTRE</u></b>	:	Wesfleur Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic reading and writing skills. Experience: Appropriate driving experience including transportation of employees and delivery of goods. Inherent requirements of the job: Valid Public Drivers Permit (PDP). Code (B/EB/C1) driver's license. Good physical health. Work overtime as per needs requirement and perform standby duties after hours, including weekends and public holidays. Competencies (knowledge/skills): Knowledge of (NDT) Transport Circular GMT U2 13B of 2019/2020 dated 26/9/2019. Good knowledge of road networks in the Peninsula. Ability to accept accountability and responsibility and to work independently and unsupervised. Good interpersonal and safe driving skills.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Transport goods, services and personnel from one point to another. Deliver and collect all daily post to the relevant institution on a daily basis. Ensure accurate completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to departmental codes and procedures. Ensure that all vehicles are kept clean and tidy.
<b><u>ENQUIRIES</u></b>	:	Mr R Cupido Tel No: (021) 571-8040
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Director: MHS for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.



<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/212</u></b>	:	<b><u>GENERAL WORKER STORES</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R131 265 per annum
<b><u>CENTRE</u></b>	:	Metro TB Centre
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a store environment. Inherent requirement of the job: Ability to communicate effectively (verbal and written). Competencies (knowledge/skills): Ability to work in a team. Ability to pick up heavy boxes or bags. Willingness to assist with stock-taking. Willingness to work overtime when required.
<b><u>DUTIES</u></b>	:	Timeous delivery of stock to departments, and clinics in a cost effective and safe manner. Assist clerks with the receipt, storage and issuing of stock. Maintain the audit trail of deliveries. Clean stores on a regular basis. ad-hoc duties as required.
<b><u>ENQUIRIES</u></b>	:	Mr M Petersen Tel No: (021) 508-8319
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to written/practical and oral assessments.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/213</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 TO 3: HEPATOLOGY (SESSIONAL)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R612 per hour Grade 2: R698 per hour Grade 3: R809 per hour
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Hepatology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Hepatology. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professions Council in respect of foreign qualified employees) as a Medical Specialist in Hepatology. <b>Grade 3:</b> A minimum of 10 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognized Professional Council in respect of foreign qualified employees) as a Medical Specialist in Hepatology. Competencies (knowledge/skills): Clinical skills required of a Hepatologist (eg, assessment, diagnosis and treatment of outpatients). Communication including report generation, letter writing, consultation in OPD setting.
<b><u>DUTIES</u></b>	:	Teaching and Training/Supervision of Junior Staff. Clinical service provision at clinic level - general hepatology and liver transplant clinic.
<b><u>ENQUIRIES</u></b>	:	Mr M Sonderup Tel No: (021) 404-5228 or <a href="mailto:mark.sonderup@uct.ac.za">mark.sonderup@uct.ac.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<b><u>CLOSING DATE</u></b>	:	08 November 2024